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ABSTRACT

Designed to acquaint Stony Brook students with the facilities and resources of their library, this workbook in library skills is used in conjunction with courses offered at the State University of New York at Stony Brook. It is organized into chapters dealing with types of materials rather than by area of the library. Each chapter has an introductory section explaining the materials covered, followed by a set of questions to be answered individually by students. Individual chapters cover: (1) Introduction to the Stony Brook Library; (2) The Author-Title Catalog; (3) How to Find Books on Your Topic Using the Subject Catalog; (4) Using Encyclopedias; (5) Subject Bibliographies; (6) Periodical Indexes and Abstracting Sources; (7) Newspapers; (8) Other Approaches to Researching Current Affairs; (9) United States Government Documents; (10) Social and Economic Statistics; (11) The Library and Computer Searching; and (12) Search Strategy. Examples of catalog cards and other forms are included as well as a list of objectives for each chapter. (THC)

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INTRODUCTION TO THE STONY BROOK LIBRARY: A SELF-PACED WORKBOOK FOR INT 150

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Richard Feinberg
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State University of New York at Stony Brook
1984

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CHAPTER ONE

INTRODUCTION TO THE STONY BROOK LIBRARY

INT 150 is designed to introduce you to the Stony Brook library system, and teach you how to use it to do basic research. Your work in this course will take place primarily in the Reference Room of the Main Library, although the overall library system of this university extends beyond the walls of the Main Library. To begin with, there are five science libraries on campus, all in separate buildings: Biological Sciences, Chemistry, Engineering, Earth & Space Sciences, and Math/Physics. Within the Main Library are the Main Stacks, Reserve Room, Current Periodicals, the Current Book Collection, Music Library, Reference (which includes Microforms, Maps, Government Documents, and the Environmental Information Service), the Audiovisual Collection, and the Department of Special Collections, which houses materials that are rare, fragile, or too valuable to be shelved with the main collection. Although the various collections are located in separate areas, the holdings of all are reflected in the card catalogs in the Reference Room of the Main Library.

Because Stony Brook is the largest research facility on Long Island, the collections of the Main Library and the branch libraries support current research interests as well as the educational programs. Well over a million volumes are in the Stony Brook libraries, yet even this figure does not include those materials that are available in microform. In addition, the Main Library's collections of maps and government documents include many uncatalogued items that can be used with the help of a reference librarian.

The Reference Department of the Main Library is one of the most important areas of the library because it is here that you usually begin your search for the materials that are located in various parts of the library system. Through INT 150 you will be introduced to the basic reference sources that will help you to locate the books, journal and newspaper articles, and other documents that you may need to do research for your courses. The card catalogs that you will be using during this course are also located in Reference: the Author-Title Catalog, Subject Catalog, and Periodicals Catalog. Individual chapters (2, 3 and 6) provide detailed information about how to use each one.

The reference collection consists of approximately 20,000 volumes in all subject fields, with special emphasis in the humanities and social sciences. Included in this diverse collection are dictionaries, encyclopedias, periodical indexes, almanacs, bibliographies, atlases, and abstracts, as well as telephone books, guides to colleges and graduate schools, and other miscellaneous compilations of information ranging from local to international in scope. All materials in the Reference Room are shelved in the reference stacks in call number order, with certain special exceptions (for example, periodical indexes and abstracts that are most heavily used are kept on open index tables in the center of the room). The materials are important resources and you should feel free to consult them as often as you need to; however, they do not circulate and therefore their use is restricted to the Reference Room.

The holdings of the Stony Brook libraries are vast and the physical arrangement is one that can confuse the uninitiated. Librarians and staff in public areas

are there to help guide you through the research maze and make the resources more accessible.

For an introduction to the Main Library, take the self-guided audio tape tour, which can be requested at the reference desk. It is approximately 40 minutes in length and will take you on an informative walk through the building and its various collections. A short set of questions will be given to you following the tour. Answer these and return them to your library contact person.

Normally scheduled hours during the fall and spring semesters for the Reference Room in the Main Library are:

Monday-Thursday:	8:30 A.M. - Midnight
Friday:	8:30 A.M. - 10:00 P.M.
Saturday:	10:00 A.M. - 6:00 P.M.
Sunday:	2:00 P.M. - Midnight

Hours for the science libraries as well as other special areas within the Main Library are available at the reference desk.

CHAPTER TWO

THE AUTHOR-TITLE CATALOG

After reading this chapter you will be able to do the following:

- determine if the library owns a particular book by looking it up under its author or title in the card catalog
- interpret the different elements of a catalog card
- understand the Library of Congress call number and how it relates to a book's shelf location in the library

INTRODUCTION

The card catalogs in the Reference Room may be considered an index to the library's collection. Library materials are listed alphabetically in these catalogs in three ways: by author, title, and subject. The Author-Title Catalog is in a separate section of the Reference Room from the Subject Catalog; in it, the cards for both authors and titles of books are interfiled in one alphabet. A system like this that separates the author-title section from the subject section is called a "divided catalog." In this chapter we will focus on the author-title section; Chapter Three will teach you how to use the Subject Catalog to locate materials on a specific topic.

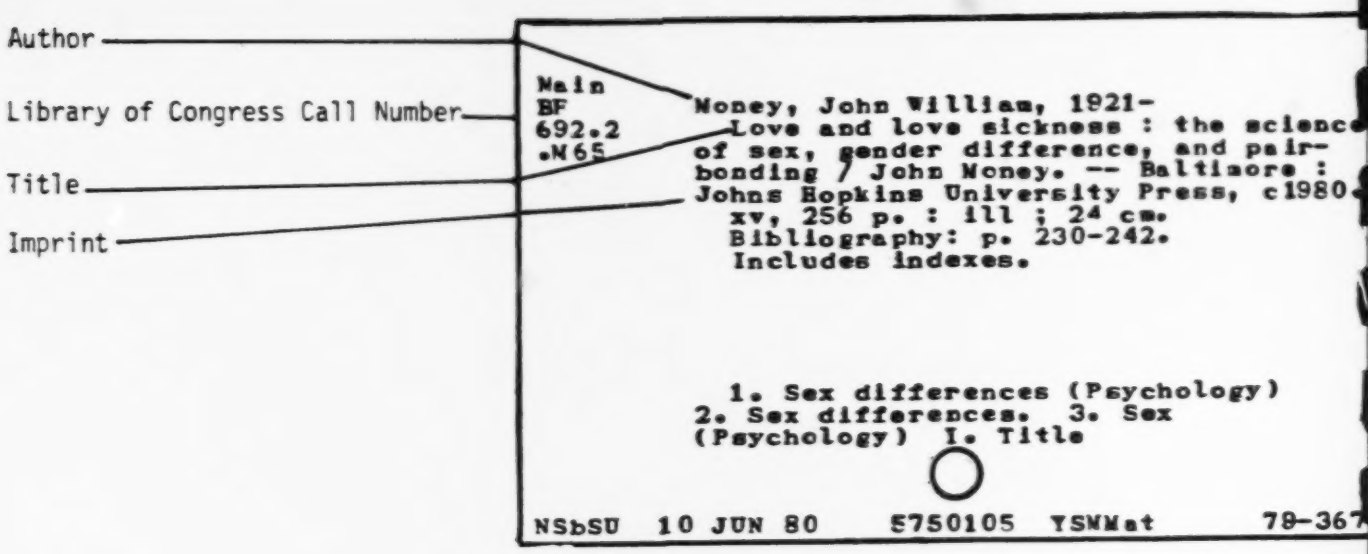
Q. WHEN DO YOU USE THE AUTHOR-TITLE CATALOG?

A. Consult the Author-Title Catalog when you are looking for a particular book and you know its author and/or its title. You may find the book listed both ways. This catalog is also useful in determining what titles of a particular writer's work are owned by the library.

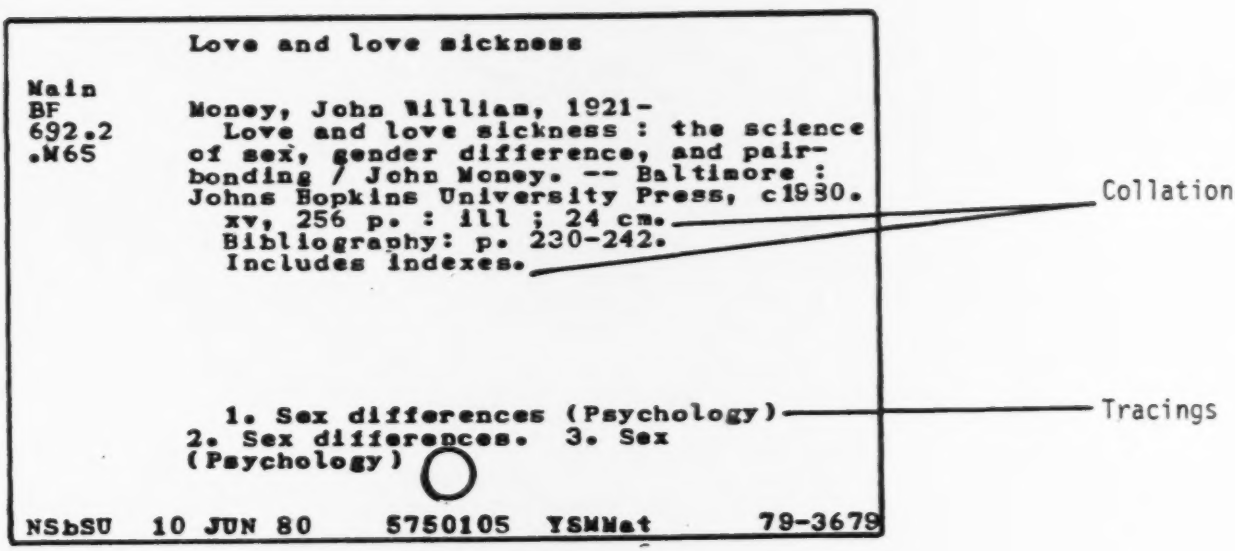
Q. WHAT KIND OF INFORMATION IS GIVEN ON THE CATALOG CARDS?

A. Any book may be listed in the Author-Title Catalog in several ways, usually under the author's name and the title. It may also be listed under the names of others who contributed to the work (such as editors, compilers, illustrators, and photographers). Other important elements that appear on catalog cards are the Library of Congress call number, the imprint, the collation, and the tracings. Because these terms may be new to you, their definitions follow the illustrations on page 4 , which show two different ways that one book may be listed in the Author-Title Catalog.

AUTHOR CARD


Author
Library of Congress Call Number
Title
Imprint
Main
BF
692.2
.M65
Money, John William, 1921-
Love and love sickness : the science of sex, gender difference, and pair-bonding / John Money. -- Baltimore : Johns Hopkins University Press, c1980.
xv, 256 p. : ill ; 24 cm.
Bibliography: p. 230-242.
Includes indexes.
1. Sex differences (Psychology)
2. Sex differences. 3. Sex (Psychology) I. Title
NSbSU 10 JUN 80 5750105 YSMMat 79-367

TITLE CARD


Love and love sickness
Main
BF
692.2
.M65
Money, John William, 1921-
Love and love sickness : the science of sex, gender difference, and pair-bonding / John Money. -- Baltimore : Johns Hopkins University Press, c1980.
xv, 256 p. : ill ; 24 cm.
Bibliography: p. 230-242.
Includes indexes.
Collation
1. Sex differences (Psychology)
2. Sex differences. 3. Sex (Psychology)
Tracings
NSbSU 10 JUN 80 5750105 YSMMat 79-3679

Library of Congress call number: a number assigned to a book which indicates its "address" in this library. Under the Library of Congress system, it is a combination of letters and numbers, with the first letter(s) designating the subject area that the book is classified under.

imprint: place of publication, name of publisher, and date.

collation: descriptive notes which may indicate the number of pages, size of the book in centimeters, presence of indexes and bibliographies.

tracings: numbered lines on the bottom of the card which indicate two things: the various subject headings under which the same book is listed in the Subject Catalog (arabic numerals), and the additional entries under which it is listed in the Author-Title Catalog (roman numerals).

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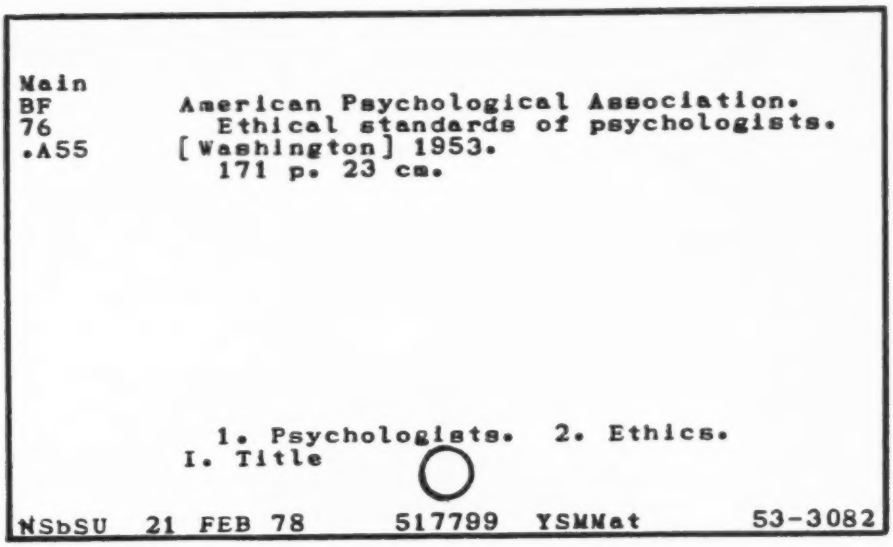
Q. WHAT DO THE DIFFERENT PARTS OF A LIBRARY OF CONGRESS CALL NUMBER MEAN IN TERMS OF ACTUALLY FINDING A BOOK ON THE SHELF?

A. Under the Library of Congress system, the alphabet is divided into broad subject classifications. The first letter (or letters) of any call number indicates what the subject is. For example, books with call numbers beginning with "B" fall into the areas of philosophy and religion; "HQ" denotes materials concerned with the family, marriage, and women; and "N" indicates books in the broad area of fine arts. "NA" deals specifically with architecture, while "NB" covers sculpture. As the last example illustrates, each letter can be further refined into subtopics by the addition of a second letter. The result of this type of classification system is that books about similar subjects will be shelved together. This gives the opportunity to browse the shelves in a call number range and discover additional books related to your area of interest.

Besides letters, a call number includes numbers that further identify the book. Since each book has its own unique call number, the many different combinations of numbers and letters provide the variations of call numbers needed for the large collection in a library such as ours. An example of a call number assigned to a publication by the American Psychological Association is shown below. It illustrates a book produced by an organization. In library terminology this is called a "corporate author."



Main
BF
76
.A55

American Psychological Association.
Ethical standards of psychologists.
[Washington] 1953.
171 p. 23 cm.

1. Psychologists. 2. Ethics.
I. Title

NSbSU 21 FEB 78 517799 YSMMat 53-3082

Call Number: Main-----indicates the book is shelved in book stacks in Main Library
BF-------tells you the book is in the field of psychology
76-------further identifies the subject
.A55-----"A" is first letter of author's name, "55" further identifies the author

Q. IS THERE A SPECIAL SYSTEM FOR THE ARRANGEMENT OF THE CARDS IN THE AUTHOR-TITLE CATALOG?

A. Yes, they are filed alphabetically according to a set of rules established by the Library of Congress. Two of the most important filing rules follow:

1. Word-by-Word. Entries are filed in a word-by-word arrangement, with each word in the entry treated separately. In doing so, New Times precedes Newsday, because "new" comes before "news." The phrase "nothing comes before something" is a helpful way of remembering this rule.

2. Articles. When an article such as "the" or "a" is the first word of a title, it is not considered when the card is filed. Hence, The Gin Game would be filed under "Gin." However, articles within the entry are considered in the word-by-word arrangement.

REVIEW QUESTIONS (answers on next page)

1. Books are most often listed in the Author-Title Catalog under the name of the_____and by its_____.

2. What element of a catalog card indicates a book's location in this library?

3. What are the three parts of an imprint?

4. What part of a Library of Congress call number indicates a book's subject classification?

5. The library term for an organization that has written a book is _____ _____.

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ANSWERS TO REVIEW QUESTIONS

1. author, title
2. its call number
3. place of publication, name of publisher, date
4. the first letter(s)
5. corporate author

CHAPTER THREE

HOW TO FIND BOOKS ON YOUR TOPIC USING THE SUBJECT CATALOG

After reading this chapter, you will be able to do the following:

- locate the Subject Catalog in the Reference Room
- use the Library of Congress List of Subject Headings to compile a list of subject headings for your topic
- effectively use the Subject Catalog to determine what books (and other materials) the library owns on your topic

INTRODUCTION

There are three kinds of card catalogs in the Stony Brook Library: the Author-Title Catalog, the Periodicals Catalog, and the Subject Catalog. The Subject Catalog will be discussed in this chapter. To begin, let us define the Subject Catalog as the card catalog that lists, under a set of subject headings, the books, periodicals and other materials the library owns.

USING THE SUBJECT CATALOG

Q. WHERE IS THE SUBJECT CATALOG LOCATED?

A. Behind the Periodicals Catalog which is located in back of the reference desks.

Q. HOW DOES ONE KNOW WHAT SUBJECT HEADINGS TO LOOK UNDER IN THE SUBJECT CATALOG?

A. There is a book called the Library of Congress List of Subject Headings which lists in alphabetical order the subject headings that are used in the Subject Catalog. This book (actually two big red volumes) rests on the Subject Catalog. There is another set behind the reference desks.

Q. HOW IS THE LIBRARY OF CONGRESS LIST OF SUBJECT HEADINGS USED?

A. Look at the example from the Library of Congress List of Subject Headings on the following page for the answer to this question. The major elements to focus on are underlined and explained.

THE MAJOR ELEMENTS TO FOCUS ON IN THIS EXAMPLE ARE UNDERLINED AND EXPLAINED BELOW

BOLD FACE HEADINGS

These are terms which can be looked up in our Subject Catalog. We have many of these bold face headings in our catalog but not all. Why not all? Because if we have no books on a particular topic, the subject catalog will not include headings for the topic.

Violence *(Indirect)*
- *sa* Collective behavior
  Conjugal violence
  Fighting (Psychology)
  Prison violence
  School violence
  Violent deaths
- *x* Political violence
- *xx* Aggressiveness (Psychology)
  Collective behavior
  Psychology
  Social psychology
- — Moral and religious aspects *(BT736.15)*
  - *sa* War and religion
- — Research
  See Violence research

Violence (Law) *(Indirect)*
- *sa* Assault and battery
  Rape
  Robbery
  Violent deaths
- *x* Force (Law)

Violence in art
- *xx* Art

Violence in literature
- *xx* Violence in mass media

Note under Violence in the theater

Violence in mass media *(P96.V5)*
- *sa* Violence in literature
  Violence in motion pictures
  Violence in television
- *xx* Mass media
- — Law and legislation *(Indirect)*
  - *xx* Mass media—Law and legislation

Violence in motion pictures
- *xx* Moving-pictures
  Violence in mass media

Violence in prisons
See Prison violence

Violence in rabbinical literature
- *xx* Rabbinical literature

Violence in sports *(Indirect)* *(GV706.7)*
- *xx* Sports

Violence in television
- *sa* Crime in television
- *x* Violence on television
- *xx* Crime in television
  Television
  Television programs
  Violence in mass media
- — Law and legislation *(Indirect)*

Violence in the Bible *(BS1199.V56)*
- *x* Bible—Violence

Violence in the home
See Conjugal violence

Headings next to and under the symbol "xx" are also potentially useful. These headings are usually more general than the bold face heading under which they are listed. For example, under the bold face heading "Violence", the terms "Aggressiveness (Psychology)" "Collective behavior" "Psychology" and "Social psychology" all appear next to or just below the "xx" symbol. This notation means that you may check the Subject Catalog under those headings also.

Headings next to and under the symbol "sa" (meaning see also) are potentially useful headings too. These headings are closely related to (and usually more specific than) the bold face heading under which they appear. For example, under the bold face heading "Violence in television" there is a notation that you may see also (sa) "Crime in television" in the Subject Catalog.

Headings next to and under the symbol "x" are not usable headings. For example, under the bold face heading "Violence in television", the term "Violence on television" is not a usable term in the Subject Catalog because it is next to the "x" symbol. "Violence in television" is being used instead.

Call number area under which books on this topic would be shelved

BEST COPY AVAILABLE

Q. ONCE A LIST OF POTENTIALLY USABLE SUBJECT HEADINGS IS COMPILED FROM THE LIBRARY OF CONGRESS LISTING, WHAT IS THE NEXT STEP?

A. Go to the Subject Catalog, and check under those headings on your list to see if they are included in the catalog drawers. If they are, they will be clearly typed at the top of guide cards. These cards stand out because they are slightly taller than regular catalog cards and are covered by protective plastic jackets. Look through the catalog cards filed behind these guide cards to find titles related to your topic.

Q. THERE ARE NO PROPER NOUNS LISTED IN THE EXAMPLE ON PAGE 9. ARE PROPER NOUNS, SUCH AS THE NAMES OF CITIES OR PERSONS, LISTED IN THE SUBJECT CATALOG?

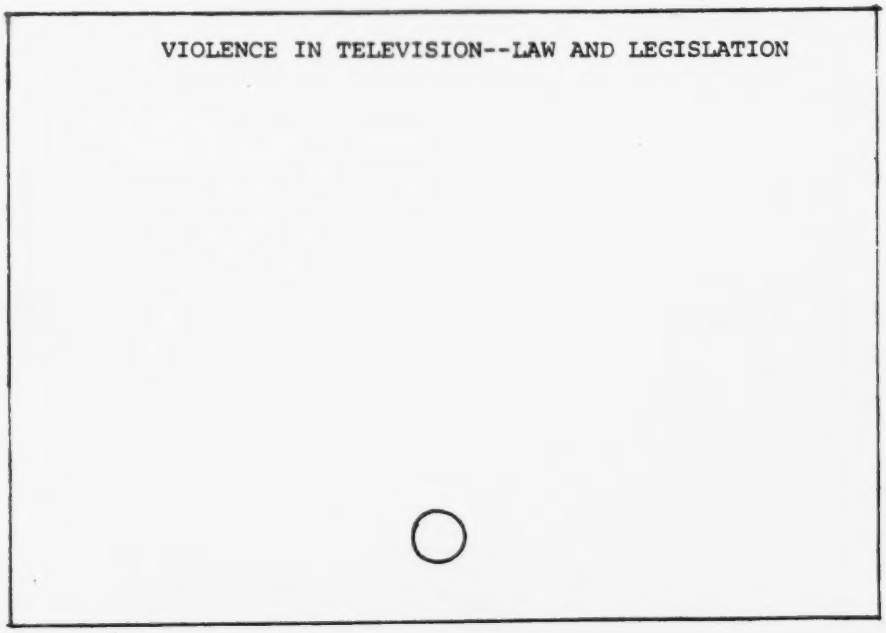
A. Yes, they are, provided that the library owns a book on that person, city, etc. Most proper nouns do not appear in the Library of Congress listing because their inclusion would make the work even larger than it already is. So remember, even though a proper noun is not listed in the LC list, it may very well be listed in the Subject Catalog.

Q. CAN A PERSON GO DIRECTLY TO THE SUBJECT CATALOG AND LOOK UNDER SUBJECT HEADINGS FOR A TOPIC WITHOUT HAVING TO USE THE LIBRARY OF CONGRESS LIST OF SUBJECT HEADINGS?

A. Yes, especially in the case of proper nouns, as just noted. However, some materials on your topic may be listed in the Subject Catalog under headings that you might not think to consult on your own. Many people do use the Subject Catalog without checking the LC list but are probably not searching most effectively because they are not aware of all the possible subject headings for their topic.

SUBDIVISIONS

The subject headings printed in the Library of Congress List of Subject Headings and used in our Subject Catalog can be made to express more specific concepts by adding subdivisions to them. For example, the heading "Violence on television" can have the subheading "Law and legislation" appended to it. In the LC list, appropriate subheadings are indicated by printing them, preceded by a dash, beneath the headings with which they may be used (see page 9). In our Subject Catalog, the guide card for this heading would look like this--



Behind this guide card you would find the cards for books about legislation relating to television violence. There are many other subdivisions used in the Subject Catalog to indicate specific concepts or types of material. The following examples illustrate some common types of subdivisions:

SPANISH LANGUAGE--DICTIONARIES

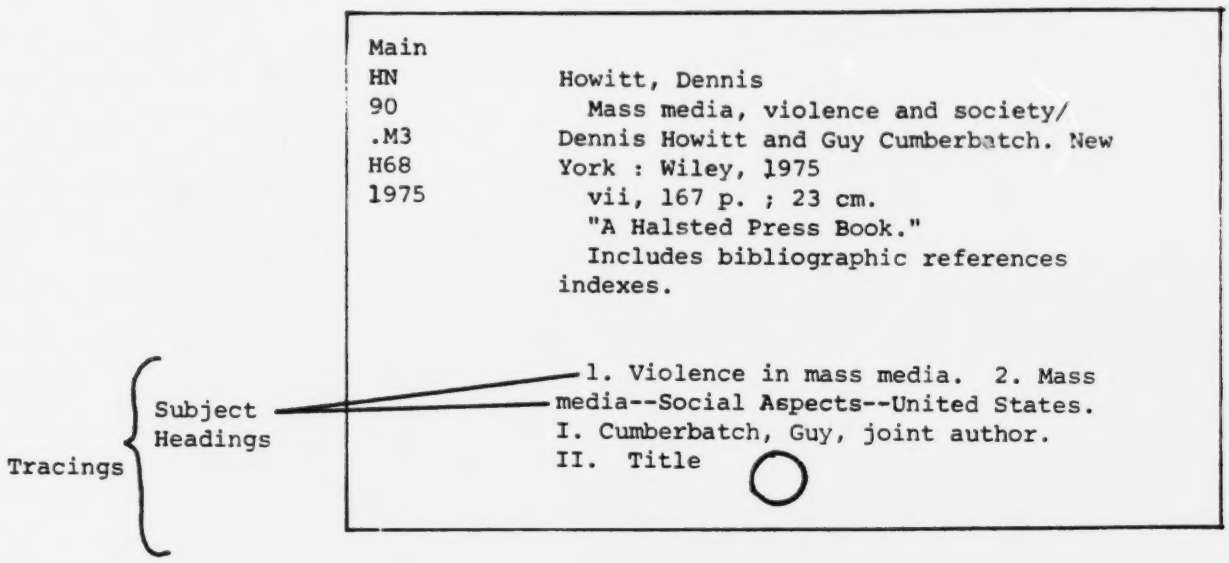
FRANCE--HISTORY--1789-1815

SHAKESPEARE, WILLIAM, 1564-1616--BIOGRAPHY

GREAT BRITAIN--SOCIAL LIFE AND CUSTOMS

TRACINGS

At the bottom of a typical catalog card (see example) you will see a group of numbered entries. In library terminology these are called "tracings." Those preceded by an arabic number are subject headings, and they represent the variety of headings that this book is listed under in the Subject Catalog.*



The example card shown for Dennis Howitt's book is from the Author-Title Catalog. If this were a useful book for your research topic, you could use the subject tracings shown at the bottom to help you look up additional books in this library that fall within the range of your topic. To do this, go to the Subject Catalog and look under the headings "Violence in Mass Media" and "Mass Media--Social Aspects--United States." Under those headings you would find other books with information similar to that found in Howitt's book.

**As mentioned in Chapter Two, tracings preceded by roman numerals indicate the other headings under which the same book can be found in the Author-Title Catalog (i.e., joint author, translator, book title, series title, etc.). These tracings are called "added entries." In this chapter we are primarily concerned with the subject heading tracings.*

SUMMARY

1. Use the Library of Congress List of Subject Headings to compile a list of usable headings for your topic. Remember that while most proper nouns do not appear in the LC list, they can be looked up in the Subject Catalog.

2. Go to the Subject Catalog and look up the terms you found.

3. Note books of interest and write down their complete call numbers.

4. Check the tracings at the bottom of the catalog cards for additional subject headings. Then look up these headings in the Subject Catalog to find more books on your topic.

REVIEW QUESTIONS (answers on next page)

Use the examples on pages 9 and 12 to answer the following questions.

1. You are doing research in the area of violence in television. List four possible subject headings that you could consult in the Subject Catalog for information on this topic.

2. According to the LC List of Subject Headings, what is a subject heading that would not be a usable term in the Subject Catalog?

3. List one subdivision of the subject heading "Violence."

4. The numbered entries at the bottom of a catalog card are called_____.

5. Using the card for Dennis Howitt's book on page 12, give one subject heading that appears on the bottom of the card that would also appear in the Subject Catalog.

ANSWERS TO REVIEW QUESTIONS

1. Any four of the following:

Violence in television	Television
Crime in television	Television programs
Violence in mass media	Violence in television--law and legislation

2. Violence on television

3. Violence--Moral and religious aspects

4. tracings

5. Violence in mass media
   or
   Mass Media--Social Aspects--United States

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CHAPTER FOUR

USING ENCYCLOPEDIAS

After reading this chapter you will be able to do the following:

- understand the difference between a general encyclopedia and a specialized encyclopedia
- use bibliographies at the end of encyclopedia articles to find additional sources of information
- recognize the difference between the citations for books and those for journal articles that are included in these bibliographies

INTRODUCTION

Encyclopedias are publications, usually multivolumed, that summarize the body of human knowledge. They are arranged alphabetically by subject, and the articles within are written and compiled by a staff of editors, consultants, and contributors who are authorities in their particular fields. Most general encyclopedias are revised regularly in order to keep pace with new developments. In addition to general encyclopedias, there exist a number of specialized encyclopedias that are devoted to coverage of particular fields within the sciences, social sciences, and the arts. Both general and specialized encyclopedias often include bibliographies at the end of many of the articles. These bibliographies provide the user with potential sources of further information.

An encyclopedia can be an excellent source of background information on a topic, especially one for which you need introductory material. Encyclopedias can help you to define your topic more precisely and thereby organize your search strategy for other more current or in-depth materials.

Q. WHERE ARE THE ENCYCLOPEDIAS LOCATED IN THE REFERENCE ROOM?

A. General multivolume encyclopedias are located in the general encyclopedia section, which is behind the spiral staircase along the north side of the Reference Room. Specialized encyclopedias, however, are shelved according to their individual call numbers on the regular reference shelves. Following is a list of encyclopedias, both general and specialized, which are in the Reference Room. You will be using some of these to complete the assignment for this chapter.

GENERAL ENCYCLOPEDIAS

The New Encyclopedia Britannica	General Encyclopedia Section
Chambers's Encyclopaedia	General Encyclopedia Section
Encyclopedia Americana	General Encyclopedia Section
World Book Encyclopedia	General Encyclopedia Section
Academic American Encyclopedia	General Encyclopedia Section
Collier's Encyclopedia	General Encyclopedia Section

SPECIALIZED ENCYCLOPEDIAS IN THE SOCIAL SCIENCES

International Encyclopedia of the Social Sciences	Ref H40.A2 I5
International Encyclopedia of Psychiatry, Psychology, Psychoanalysis and Neurology	Ref BF31.I57
Dictionary of American History	Ref E174.A43
Encyclopedia of American Economic History	Ref HC103.E52
Encyclopedia of Education	Ref LB15.E46
Encyclopedia of the Third World	Ref HC59.7.K87 1982
Encyclopedia of Social Work	Ref HV35.S6
International Encyclopedia of Statistics	Ref HA17.I63
Harvard Encyclopedia of American Ethnic Groups	Ref E184.A1 H35

SPECIALIZED ENCYCLOPEDIAS IN THE HUMANITIES

Encyclopedia of Philosophy	Ref B41.E5
Encyclopedia of Religion and Ethics	Ref BL31.E4
Encyclopedia of World Literature in the 20th Century	Ref PN771.E5
Grove's Dictionary of Music and Musicians	Ref ML100.G885
Encyclopedia of World Art	Ref N31.E533

SPECIALIZED ENCYCLOPEDIAS IN THE SCIENCES

Encyclopedia of Bioethics	Ref QH332.E52
McGraw-Hill Encyclopedia of Science and Technology	Ref Q121.M3
Van Nostrand's Scientific Encyclopedia	Ref Q121.V3 1982

Q. HOW DOES A SPECIALIZED ENCYCLOPEDIA DIFFER FROM A GENERAL ENCYCLOPEDIA?

A. Specialized encyclopedias are concerned with a particular area of interest (such as philosophy or economics) and therefore will provide information on specific aspects of that area. In addition, articles on a subject appearing in several encyclopedias may differ in treatment, depending on the orientation of the encyclopedia. For instance, the topic of drug addiction is discussed broadly in a 5-page article in the general Encyclopedia Americana with paragraphs devoted to the "Social Implications of Narcotics Use." However, an article in the specialized International Encyclopedia of the Social Sciences contains a 6-page selection titled "Drug Addiction: Social Aspects," within a 14-page general article on drug addiction. Emphasis here is placed on the sociological and psychological dimensions of drug abuse. Yet another approach to the topic could be found in the specialized Encyclopedia of Bioethics, which discusses physiological drug dependence and the ethics of treatment.

Q. HOW ARE ENCYCLOPEDIAS ARRANGED?

A. Nearly all encyclopedias are alphabetically arranged, and include see and see also references which direct readers to relevant articles. In addition, most multivolume encyclopedias include a separate index; the index often comprises an entire volume of the encyclopedia.

Q. ARE THE SUBJECT HEADINGS THAT APPEAR IN ENCYCLOPEDIAS CONSISTENT WITH ONE ANOTHER?

A. No. Because the publishers of encyclopedias vary, uniform subject headings do not exist. For example, information on parapsychology may be located under such headings as "psychical research," or "parapsychological phenomena, theories," depending on which encyclopedia you consult. Because of this inconsistency, you will have to determine the appropriate subject heading as you use the source.

Q. HOW ARE BIBLIOGRAPHIES IN ENCYCLOPEDIAS USEFUL?

A. The bibliographies at the end of encyclopedia articles can direct you to more exhaustive works on your subject. The writings cited are considered by the author to be among the most important ones on the topic. Following is an example of a bibliography that is appended to an article about Plato in the Encyclopedia of Philosophy:

Book ____ Robinson, Richard, *Plato's Earlier Dialectic*, 2d. ed. Oxford, 1953.

Journal Article ____ Ryle, Gilbert, "Letters and Syllables in Plato." *Philosophical Review*, Vol. 59 (1960), 431-451.

Book ____ Solmsen, Friedrich, *Plato's Theology*. Ithaca, N.Y., 1942.

Book ____ Stenzel, Julius, *Zahl und Gestalt bei Platon und Aristoteles*, 2d ed. Leipzig, 1933. Translated by D. J. Allan as *Number and Form in Plato and Aristotle*. Oxford, 1940.

Book ____ Vlastos, Gregory, Introduction to *Plato's Protagoras*, Benjamin Jowett's translation, extensively revised by Martin Ostwald, edited by Gregory Vlastos. New York, 1956. Pp. 7-58.

Book ____ Wedberg, A. E. C., *Plato's Philosophy of Mathematics*. Stockholm, 1955.

Usually, citations for books will include the name of the author, the book title, the place of publication, and the year in which the book was published. A journal article is cited quite differently. The author's name is followed by the title of the article (usually in quotation marks), which is then followed by the name of the journal, the volume number, the year of publication, and the page numbers of the a article. It is rare to see a place of publication or the name of a publisher given in a journal citation.

24

REVIEW QUESTIONS (answers on next page)

1. You need a basic background article on Einstein's theory of relativity. What encyclopedia would you consult? (Name one from the list on page 2.)

2. You need more detailed information. What encyclopedia would you recommend for coverage of Einstein's theory? (Again, use list on page 2.)

3. You are reading an article on abortion in the Encyclopedia of Bioethics. After completing it, you decide you would like to find further readings on the topic. How does an encyclopedia help you with this?

4. What are the elements that make up a citation to a book?

5. What are the elements that make up a citation to an article in a magazine or journal?

ANSWERS TO REVIEW QUESTIONS

1. Any of the general encyclopedias such as World Book or Encyclopedia Americana.

2. The McGraw-Hill Encyclopedia of Science and Technology or Van Nostrand's Scientific Encyclopedia.

3. Encyclopedias usually provide the reader with a bibliography of books and/or articles on the topic.

4. The author's name, the title of the book, the place of publication, the name of the publisher, and the year of publication.

5. The author's name, the title of the article, the title of the journal, the journal's volume number, and the year of publication.

CHAPTER FIVE

SUBJECT BIBLIOGRAPHIES

After reading this chapter, you will know:

- what a subject bibliography is and how to use it in your research
- how to find subject bibliographies in the Reference Room

Q. WHAT IS A SUBJECT BIBLIOGRAPHY?

A. A subject bibliography is a book that lists writings on a specific topic. These writings can be books, journal and newspaper articles, and other sources of information. Some subject bibliographies will include brief annotations (summaries) of the writings that are listed.

An example of a subject bibliography located in the Reference Room is A Bibliography of Drug Abuse, Including Alcohol and Tobacco (Ref HV5801.A55), by Theodora Andrews. This 306-page book lists and describes 725 writings which deal with various aspects of drug abuse. An excerpt from this bibliography is on the next page.

Q. HOW DO YOU USE A SUBJECT BIBLIOGRAPHY?

A. As with many subject bibliographies, the references in Andrews' bibliography are sequentially numbered and arranged within broad subject categories such as "Drugs and Youth," "Religion and Drugs," "Psycho-Social Aspects," etc. One way to use this bibliography would be to browse sections within the book that are on topics of interest to you and then read annotations of the cited works. The excerpt on the following page shows a few of the references listed in the section on "Religion and Drugs."

From Andrews' Bibliography of Drug Abuse, 1977, p. 215

Entry number

reference begins

Annotation begins

565. Harner, Michael J., ed. **Hallucinogens and Shamanism.** New York, Oxford University Press, 1973. 200p. illus. bibliog. index. $8.50. LC 72-92292.

These ten field studies by anthropologists explore the use of hallucinogens in shamanism, the ancient practice of invoking a trance state in order to perceive and manipulate the supernatural. The varieties of drug-induced shamanism are presented in the following sections: 1) In the primitive world: the upper Amazon, 2) In cultures undergoing Westernization, 3) In the traditional Western world, and 4) Hallucinogens and shamanism: the question of a trans-cultural experience. Section one deals with primitive people; section two with such groups as the North American Indian and urban slum-dwellers; section three with the role of hallucinogens in medieval European witchcraft; and section 4 with two very different cultures, the South American Indians and 35 white urban volunteers who used a hallucinogenic drug in a laboratory setting. The latter two groups had similar visions, showing that local tradition did not have as much influence as the state induced by the drug.

The editor hopes that the contributions of this book will rectify the inadequate attention given to native hallucinogens by anthropologists.

566. Marriott, Alice, and Carol K. Rachlin. **Peyote.** New York, Thomas Y. Crowell Co., 1971. 111p. bibliog. index. $5.95. LC 75-146284. ISBN 0-690-61697-X.

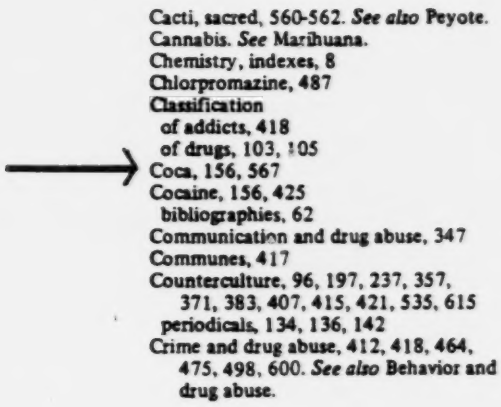
This work is an account of the peyote religion of the Indians of the Southwest. Although the religion has been somewhat underground from time to time because of its involvement with drug use, it has been institutionalized in the form of the Native American Church and has spread among many Indian tribes of the United States. The book, a descriptive and historical account, includes little scientific material, although it does suggest that long-term use of peyote seems to be harmful. The authors are anthropologists who have participated in peyote ceremonies, and their descriptions of the effects of the drug and the rituals used in the rites are authentic.

567. Mortimer, W. Golden. **Peru History of Coca: "The Divine Plant" of the Incas.** With an introductory account of the Incas, and of the Andean Indians of today. New York, J. H. Vail and Co., 1901. 576p. illus. bibliog. index.

This classic work undertakes to trace the associations and uses of coca (the plant from which cocaine comes) from the earliest accounts to the time the book was written. The story begins with the Empire of the Incas and shows a connection between these people and the history of use of the plant. The industries, science, arts, poetry, drama, laws, social system, and religious rites of the Incas are all interwoven with the uses and applications of coca. Mortimer's work includes the accounts of contemporary travellers and scientists, as well as the scientific material about the plant that was known at the time. The following chapters are presented: 1) An introduction to the history of coca, 2) The story of the Incans, 3) The rites and acts of the Incans, 4) The conquest of the Incans, 5) The physical aspect of Peru, 6) The history of coca, 7) The present Indians of Peru, 8) The botany of coca, 9) In the coca region of Peru, 10) The products of the coca leaf, 11) The production of alkaloids in plants, 12) Influence of

28

If you are interested in a more specific aspect of drug abuse and do not want to browse through the section or sections where references to writings on this topic might be listed, you can try another approach. Look up terms related to your topic in the subject index to Andrews' book. Most book-length subject bibliographies have such an index, and it usually can be found near the end of the book. Below is an excerpt from the subject index to Andrews' Bibliography of Drug Abuse.



Cacti, sacred, 560-562. *See also* Peyote.
Cannabis. *See* Marihuana.
Chemistry, indexes, 8
Chlorpromazine, 487
Classification
of addicts, 418
of drugs, 103, 105
Coca, 156, 567
Cocaine, 156, 425
bibliographies, 62
Communication and drug abuse, 347
Communes, 417
Counterculture, 96, 197, 237, 357, 371, 383, 407, 415, 421, 535, 615
periodicals, 134, 136, 142
Crime and drug abuse, 412, 418, 464, 475, 498, 600. *See also* Behavior and drug abuse.

The numbers which follow the entries in the subject index refer to the numbered items in the main section of the bibliography. For example, item numbers 156 and 567 in the bibliography have information about "coca." You can look up the references and annotations of these books in the main section of the bibliography and, if they seem to be related to your topic, you can consult the appropriate catalogs to see if they are owned by the library (i.e. check the Author-Title Catalog for books, and the Periodicals Catalog for journals).

Q. WHAT ARE THE ADVANTAGES OF SUBJECT BIBLIOGRAPHIES?

A. A subject bibliography can save you hours of time that you would otherwise have to spend looking through many years of subject indexes to periodical articles. This is because most subject bibliographies include many references in one volume to writings published over several years. Periodical indexes, on the other hand, list articles year by year in one volume after another. (Periodical indexes are discussed in the next chapter.)

Annotations found in many subject bibliographies are also very helpful in directing you to the most relevant writings in your area of interest.

One other advantage of many book-length subject bibliographies is that they provide better subject access to the writings they include than is otherwise available. This means that in the subject indexes of these bibliographies you can find entries for specific terms relating to your topic, as well as subheadings for these terms, that you may not find in the Subject Catalog or most periodical indexes, which tend to use more general headings.

> ONE DRAWBACK: One possible drawback of subject bibliographies is that they can become outdated. You should always be aware of the publication date of any subject bibliography you use, and the time period it covers (this is usually stated in the title or the introduction to the bibliography). That way, you will know how current the information is, and whether you need to find references to more current material on your topic to supplement and update the information you get from the subject bibliography. For example, Theodora Andrews' bibliography was published in 1977. Therefore, to find references to research about drug abuse published since 1977, you would have to use more current sources such as indexes to periodical literature which are published at regular intervals.

Q. HOW DO YOU FIND SUBJECT BIBLIOGRAPHIES ON YOUR TOPIC?

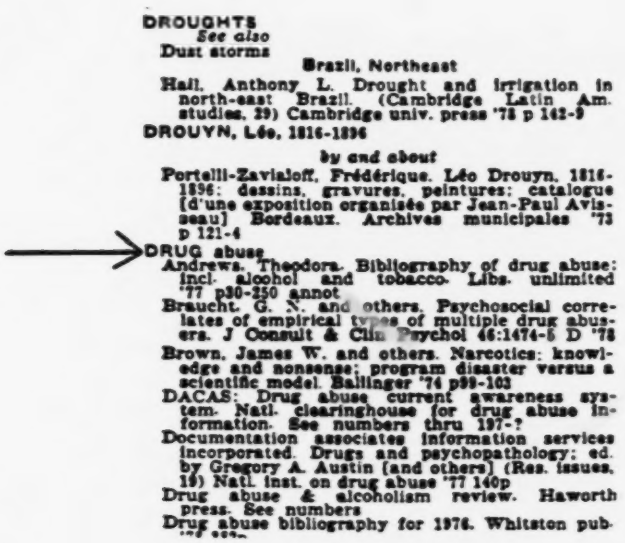
A. There are several ways to find subject bibliographies on the topic you are researching. One of these is to browse through the section in the reference stacks where reference books related to your topic are shelved. If you do not know where this section is, ask a reference librarian to show you.

Another way to find book-length bibliographies is to use the Subject Catalog. Look up the appropriate heading or headings for your topic (you may need the Library of Congress List of Subject Headings to do this) with the subject heading "Bibliography" added to it. The Andrews book, for example, would appear in the Subject Catalog under the following heading:

DRUG ABUSE--BIBLIOGRAPHY

A third way to find subject bibliographies on a topic, including bibliographies which are not entire books, is to use the Bibliographic Index (Reference Room, Index Table 12). This index provides references to bibliographies which have fifty or more entries in them, and which appear in any of approximately 2,400 periodicals, as well as in books or pamphlets. Using Bibliographic Index, look up the subject heading for your

topic and note down the references under that heading which appear most relevant to you. References to books or pamphlets should be looked up in the Author-Title Catalog; references to journal articles should be looked up in the Periodicals Catalog. Below is an excerpt from the 1979 volume of Bibliographic Index showing the entries listed under "Drug Abuse." Notice that the first entry is a reference to Theodora Andrews' book; the second entry is a reference to a bibliography that appeared at the end of a journal article.



DROUGHTS
See also
Dust storms
Brazil, Northeast
Hall, Anthony L. Drought and irrigation in north-east Brazil. (Cambridge Latin Am. studies, 29) Cambridge univ. press '78 p 142-9
DROUYN, Léo, 1816-1896
by and about
Portelli-Zavialoff, Frédérique. Léo Drouyn, 1816-1896: dessins, gravures, peintures; catalogue [d'une exposition organisée par Jean-Paul Avisseau] Bordeaux. Archives municipales '78 p 121-4
DRUG abuse
Andrews, Theodora. Bibliography of drug abuse: incl. alcohol and tobacco. Libs. unlimited '77 p30-250 annot
Braucht, G. N. and others. Psychosocial correlates of empirical types of multiple drug abusers. J Consult & Clin Psychol 46:1474-5 D '78
Brown, James W. and others. Narcotics: knowledge and nonsense; program disaster versus a scientific model. Ballinger '74 p99-103
DACAS: Drug abuse current awareness system. Natl. clearinghouse for drug abuse information. See numbers thru 197-?
Documentation associates information services incorporated. Drugs and psychopathology; ed. by Gregory A. Austin [and others] (Res. issues, 19) Natl. inst. on drug abuse '77 140p
Drug abuse & alcoholism review. Haworth press. See numbers
Drug abuse bibliography for 1976. Whitston pub.

SUMMARY

A subject bibliography lists, in one volume, many sources of information for a specific topic. These sources may be books, journal articles, newspaper articles, etc. Two major advantages of subject bibliographies are:

1. they list many works for a number of years in one volume as opposed to other kinds of indexes which require looking through many volumes.

2. they often contain summaries or annotations of the works listed.

Three ways to locate subject bibliographies are:

1. browse the section in the Reference Room where reference books related to your topic are shelved.

2. look in the Subject Catalog under your topic with the subheading "bibliography" added to it (e.g., "Drug Abuse--Bibliography").

3. use the reference source, Bibliographic Index, to identify subject bibliographies on your topic and then check the card catalogs to determine if the library owns them.

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CHAPTER SIX

PERIODICAL INDEXES AND ABSTRACTING SOURCES

After completing this chapter you will be able to:

- use a periodical index to find an article on a topic
- differentiate between a periodical index and an abstracting source
- use an abstracting source to find books and articles on a topic

USING A PERIODICAL INDEX

Q. WHAT IS A PERIODICAL INDEX?

A. A periodical index is an alphabetical list of names and topics that refer to specific articles in periodicals (journals and magazines). Most are multivolume sets, each volume covering a particular time period. Some, like Reader's Guide to Periodical Literature, index popular periodicals such as Time, Psychology Today, and Newsweek. Others index more specialized or scholarly periodicals. Education Index, for instance, indexes periodicals which publish articles on educational topics.

Some users wonder why it is necessary to use periodical indexes. Why not just use the card catalog or skim through periodicals until you find an article on your topic? We suggest the use of periodical indexes for two reasons: first, the card catalogs do not include listings of individual articles; second, while it is possible to skim through many issues of a periodical and find articles on your topic, it is much more efficient to use a periodical index which directs you to a large number of articles on that topic.

Understanding the format in which information is presented in an index can save time and reduce frustration. Although indexes vary, some of the most important use a similar format.

Q. HOW DO YOU USE A PERIODICAL INDEX?

A. The following page illustrates the use of a periodical index with an excerpt from the Social Sciences Index. This important index provides references to articles in over 200 periodicals in the fields of psychology, sociology, anthropology, political science, economics, and related social sciences. The illustration shows what you would find if you looked up the topic, "Women," in this index.

HEADINGS

CROSS REFERENCES

Subject Heading

Women

See also — "SEE ALSO" Reference

Advertising and women
Attitudes toward women scales
Authors—Relationship with women
Daughters
Family
Femininity (psychology)
Great men and women
Indians of North America—Women
Single women
Social work with women
Widows

(additional headings under which articles on "Women" may be found)

Sub-Heading

Age

Age at menarche in Iceland. T. E. Magnússon. bibl Am J Phys Anthrop 48:511-14 My '78

Demeny-shorter and three-census methods for correcting age data. J. P. M. Ntozi. Demography 15:509-21 N '78

Anatomy and physiology

Patient assessment: examination of the female pelvis: programmed instruction. il Am J Nursing 78:1717-44, 1913-42 O-N '78

Re-examination of parturition scars on the human female pelvis. C. A. Holt. il Am J Phys Anthrop 49:91-4 Jl '78

Serum cholesterol and triglycerides and hyperlipoproteinemia in elderly women. I. Harrill and others. bibl J Gerontol 33:347-53 My '78

Attitudes

Age as a determinant of sex-role stereotyping. D. J. Vanier and N. M. Hardison. Psychol Rept 42:35-8 F '78

Factor analytic examination of role attitudes of married women. P. M. Cohen and C. A. Burdsal. bibl Psychol Rept 42:-423-34 Ap '78

Women's attitudes toward forcible rape. A. Tolor. Com Ment Health J 14:116-22 Summ '78

Women's behavioral manifestations of traditionalist and liberated role concepts. S. Clark and M. K. Lane. bibl J Psychol 98:81-9 Ja '78

Diseases

Oral contraceptive use: association with frequency of hospitalization and chronic disease risk indicators. R. Hoover and others. Am J Pub Health 68:335-41 Ap '78

Economic status — "SEE" Reference

See Women—Social status

Education

Can we stimulate creativity in women? L. L. Schwartz. J Creat Behav 11 no4:264-7 '77

Empirical evidence from the fertility demand functions: a review of the literature. M. Fulop. bibl Am Econ 21:12-22 Fall '77

Impact of an early first birth on young women's educational attainment. L. J. Waite and K. A. Moore. bibl Soc Forces 56:845-65 Mr '78

See also

Women college students
Women medical students

Subdivision of Sub-Heading "Education"

History

Aesculapius was a white man: antebellum racism and male chauvinism at Harvard medical school. R. Takaki. Phylon 39:128-34 Je '78

Modernization and educational change: a case study in the transition of a Jewish community antedating the Israeli society. E. Manneberg. Jewish Soc Stud 40:293-302 Summ/Fall '78

Employment

Are working women really more satisfied? evidence from several national surveys. J. D. Wright. bibl J Marr & Fam 40:-301-13 My '78

Black and white families: factors affecting the wife's contribution to the family income where the husband's income is low to moderate. S. Bould. bibl Sociol Q 18:536-47 Aut '77

Career sex-atypicality and career involvement of college educated women: baseline evidence from the 1960's. D. D. Bielby. bibl Sociol Educ 51:7-28 Ja '78

Catch 23: women, work, and welfare. M. Dinerman. Soc Work 22:472-7 N '77; Discussion. 23:263-4 My '78

Comparability of the measured labor force of older women in Japan and the United States. K. C. Holden. bibl J Gerontol 33:422-6 My '78

Excerpt from Social Sciences Index, April 1978-March 1979, p. 1109

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BIBLIOGRAPHIC CITATION

A reference which provides enough information to enable the user to identify and locate an article is called a bibliographic citation. One of the bibliographic citations listed on the opposite page is:

> Women's behavioral manifestations of traditionalist and liberated role concepts. S. Clark and M.K. Lane bibl J Psychol 98:81-9 Ja '78

This citation may be broken down into the following elements:

TITLE OF THE ARTICLE: *"Women's behavioral manifestations of traditionalist and liberated role concepts"*
AUTHORS: *S. Clark and M.K. Lane*
SPECIAL FEATURES: *bibl. (This indicates that a bibliography is included)*
TITLE OF THE PERIODICAL IN ABBREVIATED FORM: *J Psychol (a list in the front of the index volume gives the full title of the periodical. You will need the full title to locate the periodical in the library).*
VOLUME NUMBER: *98*
PAGE NUMBERS OF THE ARTICLE: *81-9 (pages 81 through 89)*
DATE OF THE PERIODICAL ISSUE IN WHICH THE ARTICLE APPEARED: *Ja '78 (January 1978)*

REVIEW QUESTIONS (answers on next page)

Another bibliographic citation on the opposite page refers to an article examining the role attitudes of married women. Find this citation and identify the elements.

1. Title of the article_____
2. Authors_____
3. Special features_____
4. Abbreviated title of the periodical_____
5. Volume number_____
6. Page numbers of the article_____
7. Date of the periodical issue in which the article appeared_____

In order to find the complete (non-abbreviated) title of the periodical, where would you look?_____

Under what main heading and subheading did you find the article?_____

_____

ANSWERS TO REVIEW QUESTIONS

1. Factor analytic examination of role attitudes of married women
2. P. M. Cohen and C. A. Burdsal
3. Bibliography
4. Psychol Rept
5. 42
6. 423 through 434
7. April 1978
8. In a list at the front of the index volume
9. Women--Attitudes

DETERMINING WHETHER THE LIBRARY OWNS AN ARTICLE

Check the Periodicals Catalog to see if this library owns the article you need.

Q. WHERE IS THE PERIODICALS CATALOG LOCATED?

A. The Periodicals Catalog is the section of the card catalog immediately behind the reference desks.

Q. HOW DO I LOOK UP THE ARTICLE IN THE PERIODICALS CATALOG?

A. Actually, you do not look up the article itself. Instead, you look under the name of the periodical containing the article you are looking for.

Q. IF I FIND A LISTING FOR THE PERIODICAL, DOES THAT MEAN THE LIBRARY OWNS IT?

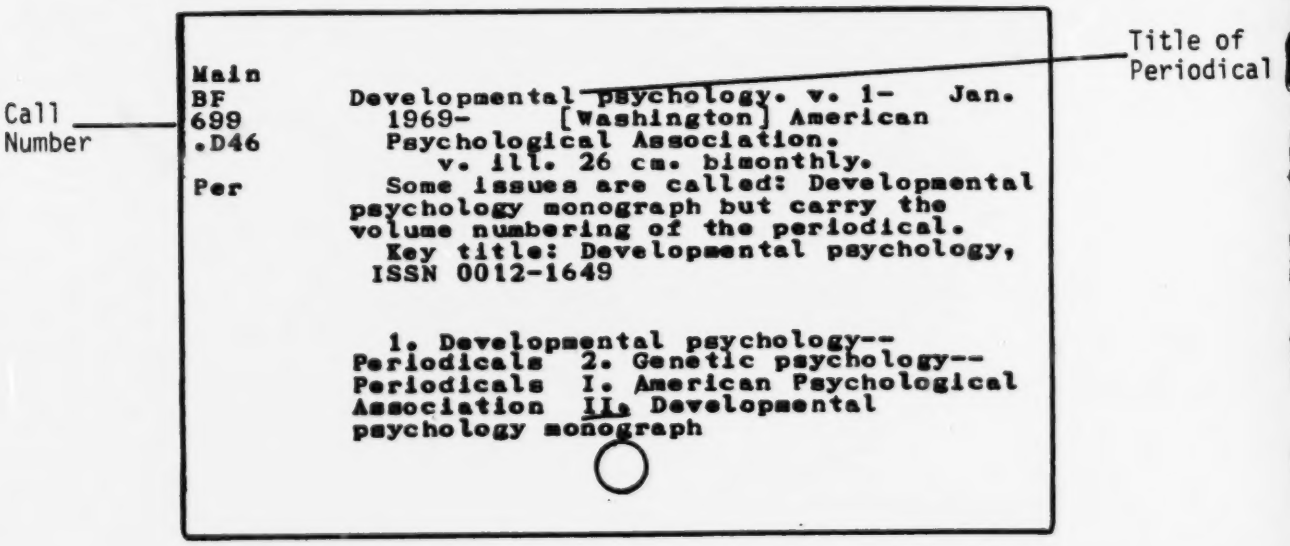
A. Yes. Or, more correctly, it means the library owns at least part of that periodical. If you do not find it listed, this probably means that we do not own the title.*

LOCATING THE ARTICLE IN THE LIBRARY

Once you have found the listing in the Periodicals Catalog, read the catalog cards to determine where you must go to find the periodicals in the library.

Q. HOW DO I INTERPRET THE CATALOG CARDS?

A. The listing of a periodical in the Periodicals Catalog is usually printed on two or more cards. The first card (reproduced below), called the face card, gives general information on the periodical including its title, the call number, and other publication facts.

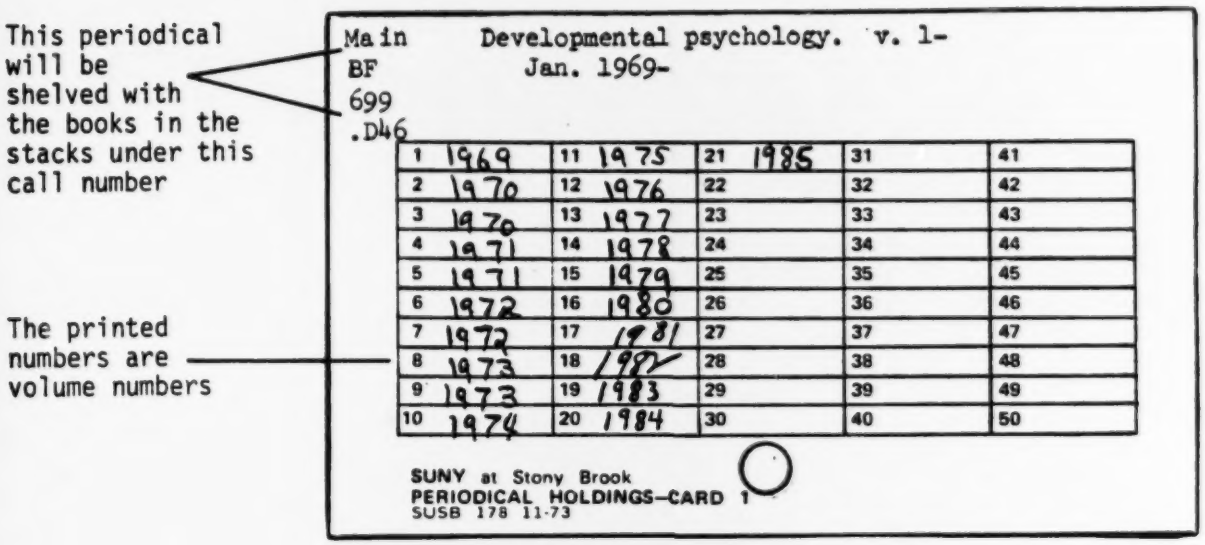

Title of Periodical
Call Number
Main
BF
699
.D46
Per
Developmental psychology. v. 1- Jan. 1969- [Washington] American Psychological Association.
v. ill. 26 cm. bimonthly.
Some issues are called: Developmental psychology monograph but carry the volume numbering of the periodical.
Key title: Developmental psychology, ISSN 0012-1649
1. Developmental psychology--Periodicals 2. Genetic psychology--Periodicals I. American Psychological Association II. Developmental psychology monograph

**Some older periodicals on microfilm and many government periodicals are owned by the library but are not listed in the periodicals catalog. For more information on these exceptions, see a reference librarian.*

The face card is followed by the HOLDINGS CARD (reproduced below).

Q. HOW DO I INTERPRET A HOLDINGS CARD?

A. The holdings card lists all but the most recent volumes of a periodical that the library owns by recording the years and volumes that are in the collection.



In the card above, the printed numbers on the left-hand side of each box are the volume numbers. If the year is written next to the volume number, that means the library owns that year and volume and that all of the issues for that volume are bound together, and that's that. The most recent volumes are not recorded, usually because they are not yet bound.

Q. WHERE ARE BOUND AND UNBOUND PERIODICALS KEPT?

A. Unbound periodicals are kept in Current Periodicals. Bound periodicals are arranged by their call numbers in the main stacks with the other books.* To determine where a call number is located in the library, ask at the reference desk.

**This is the case with the majority of periodicals. However, many are located in the science libraries and the Music Library, which would be indicated on the holdings card by their call numbers. Furthermore, some years of Main Library periodicals are in the microforms area. For a more complete explanation of this arrangement, ask a reference librarian.*

REVIEW QUESTIONS (answers on next page)

The questions below are based on the two cards reproduced on the previous page for the periodical Developmental Psychology.

1. What volumes and years are bound?

2. What is the call number of this periodical?

3. In what area of the library should the volumes that are recorded on the holdings card be shelved?

4. Where are current issues of this periodical located?

ANSWERS TO REVIEW QUESTIONS

1. Volumes 1 through 18, 1982

2. BF699.D46

3. In the stacks

4. In the Current Periodicals Room

ABSTRACTING SOURCES

Q. WHAT IS AN ABSTRACTING SOURCE?

A. An abstract is a summary. An abstracting source is a reference book that contains many summaries of research and other writings in a particular field. Some common titles of abstracting sources are Psychological Abstracts, Women's Studies Abstracts, and Sociological Abstracts. These sources are similar to periodical indexes in that they tell you what articles have been written on topics and where the articles appear. But they differ from periodical indexes in the following ways:

1. Abstracting sources contain summaries of writings; periodical indexes do not.

2. In addition to citing periodical articles, abstracting sources may include listings for such items as books, dissertations, and research reports.

3. Abstracting sources are usually divided into two major sections: a subject index and a collection of abstracts.

Q. HOW DO I USE AN ABSTRACTING SOURCE TO FIND MATERIAL ON MY TOPIC?

A. The search method is a four-step procedure. For example, suppose you are trying to find information about the impact of dormitory life on college students and you want to use Psychological Abstracts as a source:

Step 1. Consult the index volume for a particular year (the word "index" appears on the spine). Under the subject heading "Dormitories" appear entries for items on that topic. (See example on following page.)

NOTE: Sometimes, before going to the index volume of Psychological Abstracts, it is a good idea to consult the Thesaurus of Psychological Index Terms. This book lists all the subject headings which are used in the index and, in many cases, provides brief descriptions of these subject headings. It will also prove useful in suggesting terms to look up which you might not have thought of on your own. For more information about the Thesaurus, ask a reference librarian.

(Excerpt is from the subject index of Psychological Abstracts, vol. 65, 1981)

Subject Heading

Dormitories

Item Listing

architectural intervention, crowding & social problems, dormitory residents, 11391

college dormitory architecture, domains of acquaintance, college students, 9008 — Abstract Number

crisis intervention training, roles of helper & behavior change agent & referral source, paraprofessionals in dormitories, 1997

development of Story Hour program in college residence hall, support during transition to college & arena for discussion, college students, 2193

psychological growth, college students living in coeducational vs noncoeducational residence halls, 6373

Step 2: As shown above, each entry is followed by an item number. After you have chosen the items that interest you, go to the corresponding volume of abstracts (same year, same volume). Abstracts are arranged in item number order. Use item number from the subject index to locate the abstract.

homogeneous view of American culture vs the subcultural view of America, and the specific phasing in resource development assessment. (18 ref)

Author's Name

Abstract Number — 9008. **Case, F. Duncan.** (Michigan State U) **Dormitory architecture influences: Patterns of student social relations over time.** *Environment & Behavior,* 1981(Jan), Vol 13(1), 23–41. —Findings of a 2-part study show how interior configurations of freshman dormitories subdivided the dorm population into "domains of acquaintance"; that is, dependent on a student's random room assignment in the dorm, the persons whom they would most likely come to know were predetermined by the architecture. (9 ref)

Title of Article

Page Numbers

Journal Title, Date Volume Number

9009. **Cloleh, T. Matthew.** (U Oxford, England) **Spatial extent and structure of the field of co-presence: Summary of findings.** *Man-Environment Systems,* 1980(Jan), Vol 10(1), 57–62. —A review of studies on the ways that people perceive and behaviorally structure their immediate physical environment suggests that (a) the total extent of space within which people are aware of each other's presence and activity is fairly limited and seldom exceeds the range of 100 yards (91 meters); (b) such a space is internally structured and, most probably, is made of 5 concentrically nested zones representing 5 basic degrees of sensory overlap of 2 or more people. (53 ref) —*Journal abstract.*

9010. **Coffin, Raymond J. & Lipsey, Mark W.** (Claremont Graduate School) **Moving back to the land: An ecologically responsible lifestyle change.** *Environment & Behavior,* 1981(Jan), Vol 13(1), 42–63. —Attempted to develop more detailed information regarding the demographic make-up of 277 "back-to-the-landers"; to outline general features of the lifestyle they desired; to gather information on selected psychological issues related to the change in lifestyle; and to make a preliminary assessment of the ecological implications of this

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Step 3. Copy down the full bibliographic citation for each item (author, title of book or title of article and journal, date, and, if applicable, volume number and pages).

Step 4. To determine if the library owns a journal article, look in the Periodicals Catalog under the name of the journal. If the citation is for a book, check the Author-Title Catalog under the author's name or title.

REVIEW QUESTIONS (answers on next page)

1. In the following example (from the subject index to vol. 53, 1979 of Child Development Abstracts and Bibliography) what is the number for the abstract on "Child abuse"?

Care, child, 742
Caregiving, 202, 719, 911
  infant, 1183
Categorization, 576
Causality, 963
Cerebral palsy, 396
  diagnosis and management of, 367
Cheating, 291
Child
  abuse, 460
  care, 742
Child rearing, 744, 1155, 1292
  manuals on, 281
Choice, reaction time, 996

2. Once you have found this number, what is the next step?

3. If the item cited is a journal article, what part of the card catalog do you check to see if the library owns it, and what do you look under?

4. State three differences between an abstracting source and a periodical index.

ANSWERS TO REVIEW QUESTIONS

1. Number 460.

2. Refer to the abstract section of the appropriate volume and find item number 460.

3. The Periodicals Catalog. Look under the name of the journal.

4. a) Abstracting sources contain summaries of writings; periodical indexes do not.

   b) In addition to citing periodical articles, abstracting sources may include listings for such items as books, dissertations, and research reports.

   c) Abstracting sources are usually divided into two major sections: a subject index and a collection of abstracts. In a periodical index, articles are cited in one section directly under their subject headings.

CHAPTER SEVEN

NEWSPAPERS

After reading this chapter you will have an understanding of:

- the scope of the newspaper collection at Stony Brook
- how to find articles on specific topics in these newspapers
- how to interpret citations from the New York Times Index

The Stony Brook Library has a very large collection of newspapers. It currently receives dozens of papers from all over the United States and around the world. In addition, the library owns many newspapers from past years including a large collection of early American newspapers dating back to colonial times, and a collection of several hundred radical and protest papers from the 1960s to the present. The New York Times is in the library from its first appearance in 1851 and the Times of London from its first issue in 1785. All of our newspapers, except for those dating from the last several months, are on microfilm. The more recent ones are kept in Current Periodicals. List of currently received newspapers can be seen in Current Periodicals and the Reference Room.

Modern U.S. newspapers cover much more than just news stories. For a long time, papers have offered additional features such as book reviews and articles on music, drama, art, and sports. More recently, many papers have been publishing sections which have a magazine style format. Articles in these sections deal with topics such as health, entertainment, interior decorating, nutrition, local history, finance, and family. Many papers also offer the reader literary works and biographical articles. The New York Times and Newsday are two newspapers which contain both news stories and a wide array of feature articles.

NEWSPAPER INDEXES

Newspaper indexes enable the reader to pinpoint the location of an article within a particular paper. Several major papers have their own index. Newspaper indexes list articles by subject or under a person's name. The index tells you the date of the article as well as the page and column that it begins on. The New York Times Index gives a summary of the article as well.

Newspaper indexes in the Stony Brook Library, and the dates for which they are available, are listed below. They are all located in the Government Documents Section of the library on the second floor above the Reference Room.

Christian Science Monitor Index (1960 to present)

Chicago Tribune Index (1972 to present)

Los Angeles Times Index (1972 to present)

National Newspaper Index (covers latest three years. Microfilm format. Indexes three newspapers: The New York Times, the Wall Street Journal, and the Christian Science Monitor).

New York Times Index (1851 to present)

Official Index to the Times of London (1906 to present)

Washington Post Index (1971 to present)

Wall Street Journal Index (1958 to present)

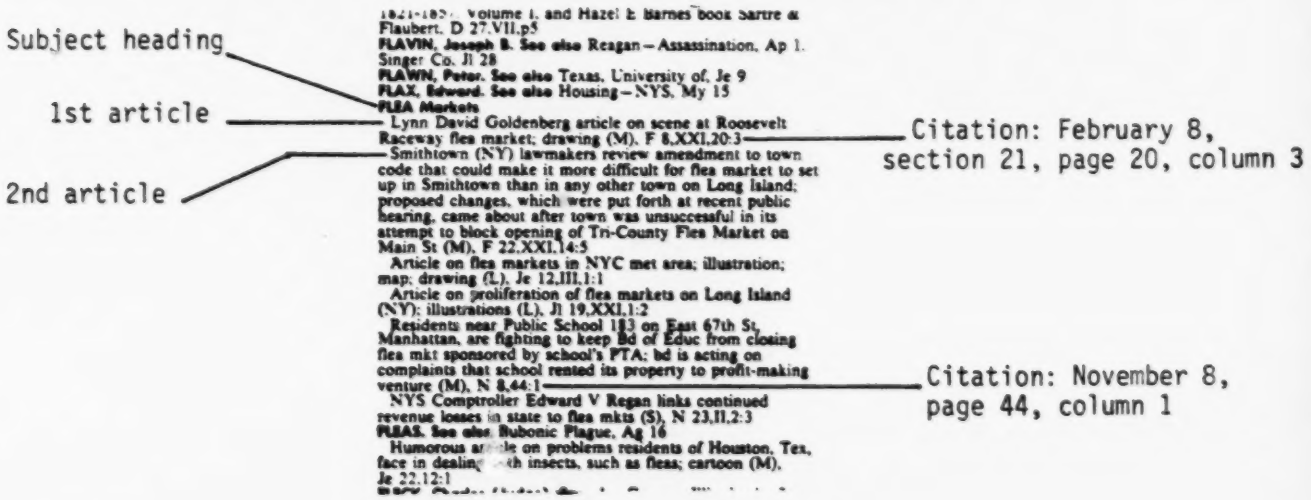
Q. HOW IS A NEWSPAPER INDEX USED?

A. To answer this question, we will be using three examples from the New York Times Index. The New York Times Index provides readers with the following types of subject headings:

Regular headings ("weather," "chemistry")
Geographical names ("United States," "Bolivia")
Organization names ("United Nations," "General Motors")
Personal names ("Jagger, Mick," "Sinatra, Frank")

Example 1.

In the first example, the subject heading we are illustrating is "Flea Markets." The five paragraphs which appear under this heading summarize and cite articles that have appeared in the New York Times for a particular time period. (The examples below have all been reproduced from the 1981 volume of the index.)


Subject heading
1st article
2nd article
Volume I, and Hazel E. Barnes book Sartre &
Flaubert. D 27.VII.p5
FLAVIN, Joseph B. See also Reagan—Assassination. Ap 1.
Singer Co. Jl 28
FLAWN, Peter. See also Texas, University of. Je 9
FLAX, Edward. See also Housing—NYS. My 15
FLEA Markets
Lynn David Goldenberg article on scene at Roosevelt Raceway flea market; drawing (M). F 8.XXI.20:3
Smithtown (NY) lawmakers review amendment to town code that could make it more difficult for flea market to set up in Smithtown than in any other town on Long Island; proposed changes, which were put forth at recent public hearing, came about after town was unsuccesaful in its attempt to block opening of Tri-County Flea Market on Main St (M). F 22.XXI.14:5
Article on flea markets in NYC met area; illustration; map; drawing (L). Je 12.III.1:1
Article on proliferation of flea markets on Long Island (NY); illustrations (L). Jl 19.XXI.1:2
Residents near Public School 183 on East 67th St, Manhattan, are fighting to keep Bd of Educ from closing flea mkt sponsored by school's PTA; bd is acting on complaints that school rented its property to profit-making venture (M). N 8.44:1
NYS Comptroller Edward V Regan links continued revenue losses in state to flea mkts (S). N 23.II.2:3
FLEAS. See also Bubonic Plague. Ag 16
Humorous article on problems residents of Houston, Tex, face in dealing with insects, such as fleas; cartoon (M). Je 22.12:1
Citation: February 8, section 21, page 20, column 3
Citation: November 8, page 44, column 1

The first article, written by Lynn David Goldenberg, is about the flea market at Roosevelt Raceway. The article contains a drawing. The "(M)" indicates that the article is of medium length, which means that it runs more than one column but less than two. (The Index also uses the symbol "(S)" to indicate shorter articles running one-half column or less, and "(L)" indicating longer ones which run more than two columns.)

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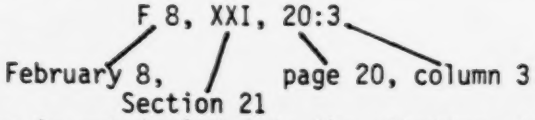
The date and pages of the first article are signified by the symbols:



Note that the year is not included in the citation, because it is understood that the year is that of the volume you are using.

Beginning with the 1976 New York Times Index many citations include a roman numeral. The roman numeral stands for the section of the paper in which the article appears. This arrangement is fairly straightforward for the Sunday paper because its sections are numbered 1,2,3, etc. However, in the daily editions (Monday through Saturday), the paper identifies its four sections by the letters "A," "B," "C," and "D." For these editions, the roman numeral "II" in an article citation stands for Section B, "III" for Section C, and "IV" for Section D. If there is no roman numeral in the citation, the article appears in the first section of the paper, no matter whether it is the Sunday Times or the daily edition.

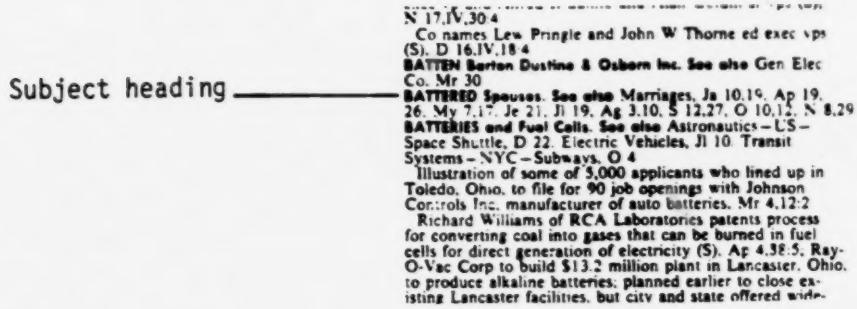
The second article cited in the example is about the controversy over the establishment of the Tri-County Flea Market in Smithtown. It appeared in the Times on February 22.

One very important aspect of the arrangement of this index is that the paragraphs under a subject heading list the articles in the order that they appeared in the paper (i.e., chronological order). This format is reflected in the example on the preceding page.

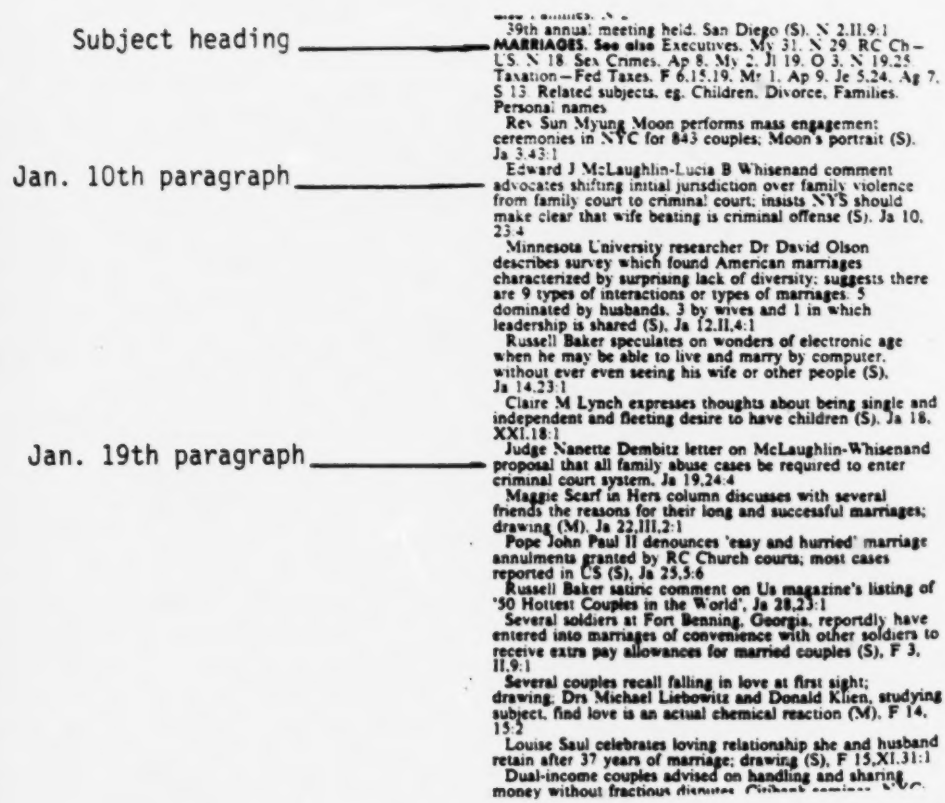
Example 2 is on the following page.

Example 2.

The subject heading in the second example is "Battered Spouses."


Subject heading
N 17,IV,30:4
Co names Lew Pringle and John W Thorne ed exec vps (S), D 16,IV,18:4
BATTEN Barton Durstine & Osborn Inc. See also Gen Elec Co, Mr 30
BATTERED Spouses. See also Marriages, Ja 10,19, Ap 19, 26, My 7,17, Je 21, Jl 19, Ag 3,10, S 12,27, O 10,12, N 8,29
BATTERIES and Fuel Cells. See also Astronautics – US – Space Shuttle, D 22. Electric Vehicles, Jl 10. Transit Systems – NYC – Subways, O 4
Illustration of some of 5,000 applicants who lined up in Toledo, Ohio, to file for 90 job openings with Johnson Controls Inc, manufacturer of auto batteries, Mr 4,12:2
Richard Williams of RCA Laboratories patents process for converting coal into gases that can be burned in fuel cells for direct generation of electricity (S), Ap 4,38:5, Ray-O-Vac Corp to build $13.2 million plant in Lancaster, Ohio, to produce alkaline batteries; planned earlier to close existing Lancaster facilities, but city and state offered

In this kind of presentation (which is very common in the Index) no articles are actually being cited. Instead, the index is telling you to turn to the heading "Marriages" and look under that heading for articles listed in the paragraphs for January 10 and 19, April 19 and 26, May 7 and 17, etc. Each one of these paragraphs lists articles which are about battered spouses. (See illustration below.)


Subject heading
39th annual meeting held, San Diego (S), N 2,II,9:1
MARRIAGES. See also Executives, My 31, N 29, RC Ch – US, N 18, Sex Crimes, Ap 8, My 2, Jl 19, O 3, N 19,25 Taxation – Fed Taxes, F 6,15,19, Mr 1, Ap 9, Je 5,24, Ag 7, S 13. Related subjects, eg, Children, Divorce, Families. Personal names
Rev Sun Myung Moon performs mass engagement ceremonies in NYC for 843 couples; Moon's portrait (S), Ja 3,43:1
Jan. 10th paragraph
Edward J McLaughlin-Lucia B Whisenand comment advocates shifting initial jurisdiction over family violence from family court to criminal court; insists NYS should make clear that wife beating is criminal offense (S), Ja 10, 23:4
Minnesota University researcher Dr David Olson describes survey which found American marriages characterized by surprising lack of diversity; suggests there are 9 types of interactions or types of marriages, 5 dominated by husbands, 3 by wives and 1 in which leadership is shared (S), Ja 12,II,4:1
Russell Baker speculates on wonders of electronic age when he may be able to live and marry by computer, without ever even seeing his wife or other people (S), Ja 14,23:1
Claire M Lynch expresses thoughts about being single and independent and fleeting desire to have children (S), Ja 18, XXI,18:1
Jan. 19th paragraph
Judge Nanette Dembitz letter on McLaughlin-Whisenand proposal that all family abuse cases be required to enter criminal court system, Ja 19,24:4
Maggie Scarf in Hers column discusses with several friends the reasons for their long and successful marriages; drawing (M), Ja 22,III,2:1
Pope John Paul II denounces 'easy and hurried' marriage annulments granted by RC Church courts; most cases reported in US (S), Ja 25,5:6
Russell Baker satiric comment on Us magazine's listing of '50 Hottest Couples in the World', Ja 28,23:1
Several soldiers at Fort Benning, Georgia, reportedly have entered into marriages of convenience with other soldiers to receive extra pay allowances for married couples (S), F 3, II,9:1
Several couples recall falling in love at first sight; drawing; Drs Michael Liebowitz and Donald Klien, studying subject, find love is an actual chemical reaction (M), F 14, 15:2
Louise Saul celebrates loving relationship she and husband retain after 37 years of marriage; drawing (S), F 15,XI,31:1
Dual-income couples advised on handling and sharing money without fractious disputes, Citibank seminar

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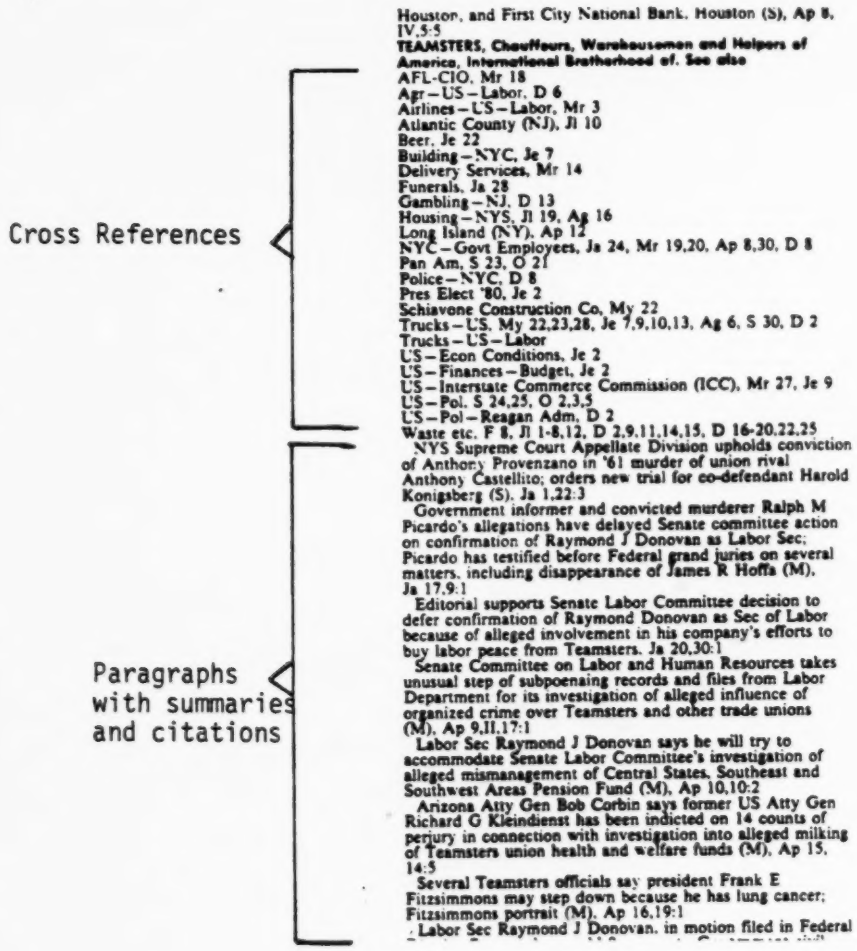
Example 3.

The subject heading in the third example is "Teamsters..." The format that follows under the heading is another standard kind of presentation in the N.Y. Times Index.


Cross References
Paragraphs with summaries and citations
Houston, and First City National Bank, Houston (S), Ap 8, IV,5:5
TEAMSTERS, Chauffeurs, Warehousemen and Helpers of America, International Brotherhood of. See also
AFL-CIO, Mr 18
Agr—US—Labor, D 6
Airlines—US—Labor, Mr 3
Atlantic County (NJ), Jl 10
Beer, Je 22
Building—NYC, Je 7
Delivery Services, Mr 14
Funerals, Ja 28
Gambling—NJ, D 13
Housing—NYS, Jl 19, Ag 16
Long Island (NY), Ap 12
NYC—Govt Employees, Ja 24, Mr 19,20, Ap 8,30, D 8
Pan Am, S 23, O 21
Police—NYC, D 8
Pres Elect '80, Je 2
Schiavone Construction Co, My 22
Trucks—US, My 22,23,28, Je 7,9,10,13, Ag 6, S 30, D 2
Trucks—US—Labor
US—Econ Conditions, Je 2
US—Finances—Budget, Je 2
US—Interstate Commerce Commission (ICC), Mr 27, Je 9
US—Pol, S 24,25, O 2,3,5
US—Pol—Reagan Adm, D 2
Waste etc, F 8, Jl 1-8,12, D 2,9,11,14,15, D 16-20,22,25
NYS Supreme Court Appellate Division upholds conviction of Anthony Provenzano in '61 murder of union rival Anthony Castellito; orders new trial for co-defendant Harold Konigsberg (S). Ja 1,22:3
Government informer and convicted murderer Ralph M Picardo's allegations have delayed Senate committee action on confirmation of Raymond J Donovan as Labor Sec; Picardo has testified before Federal grand juries on several matters, including disappearance of James R Hoffa (M). Ja 17,9:1
Editorial supports Senate Labor Committee decision to defer confirmation of Raymond Donovan as Sec of Labor because of alleged involvement in his company's efforts to buy labor peace from Teamsters. Ja 20,30:1
Senate Committee on Labor and Human Resources takes unusual step of subpoenaing records and files from Labor Department for its investigation of alleged influence of organized crime over Teamsters and other trade unions (M). Ap 9,II,17:1
Labor Sec Raymond J Donovan says he will try to accommodate Senate Labor Committee's investigation of alleged mismanagement of Central States, Southeast and Southwest Areas Pension Fund (M). Ap 10,10:2
Arizona Atty Gen Bob Corbin says former US Atty Gen Richard G Kleindienst has been indicted on 14 counts of perjury in connection with investigation into alleged milking of Teamsters union health and welfare funds (M). Ap 15, 14:5
Several Teamsters officials say president Frank E Fitzsimmons may step down because he has lung cancer; Fitzsimmons portrait (M). Ap 16,19:1
Labor Sec Raymond J Donovan, in motion filed in Federal

The first part of this format is a listing of cross-references to other headings and paragraphs which contain citations to articles that deal (at least in part) with the Teamsters. The second section lists paragraphs in chronological order which give summaries of, and citations to, articles about the Teamsters Union.

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Q. AFTER FINDING CITATIONS TO NEWSPAPER ARTICLES IN THE INDEXES, HOW DOES ONE ACTUALLY OBTAIN THE NEWSPAPER?

A. Get the microfilm call number of the newspaper by looking under the name of the paper in the microforms card catalog, which, like the newspaper indexes, is located in the Government Documents Section. Take down the call number and go to the Microforms Area at the other side of the room. The person on duty will help you find the microfilm you need, and demonstrate how to use the microfilm machines for reading and/or photocopying.

SUMMARY

The library has a large collection of newspapers, both foreign and U.S.

Several major American papers are part of this collection, including a full run of the New York Times from 1851.

Newspaper indexes, such as the New York Times Index, are used to get exact citations to articles. Newspaper indexes in our library are listed on pages 38-39.

The most recent issues of newspapers received are in Current Periodicals. Earlier years of papers are on microfilm and can be obtained in the Microforms Area.

CHAPTER EIGHT

OTHER APPROACHES TO RESEARCHING CURRENT AFFAIRS

After reading this chapter you will be able to do the following:

- use news digests to obtain summaries of current world events
- use annual compilations, such as almanacs and yearbooks, to quickly find factual information, records, and statistics
- locate biographical information about notable contemporary figures

These skills, along with those you have learned in chapters 6 and 7, will help you in your research in current affairs.

INTRODUCTION

The documentation of current national and international activity has produced a flood of data available almost instantly through radio, television, and computerized information retrieval systems. Events are quickly recorded and seemingly converted into history shortly after they occur, and the changing roster of names connected with such newsworthy events is incorporated into the body of available information on current affairs. For the individual who is seeking information in the library on current issues, events, and personalities, the search can be widespread because of the wealth of recorded data and the different forms it can take. Knowing just what kinds of information are included in each of the sources in the library's collection can help you to identify those resources that will be most helpful to you.

THE NEWS DIGEST

News digests offer broad summaries of recent events that have appeared in the media. If background information on an event is what you need, then this kind of source may be even more appropriate than a newspaper index.

Two news digests in the Reference Room are:

Facts on File (Ref D410.F3)
Keesing's Contemporary Archives (Ref D410.K4)

These are issued weekly. The coverage they offer on a particular subject is in the form of a summation or general survey of the topic as reported in a number of national and foreign newspapers and magazines. Digests are often good sources for obituaries, texts of important speeches and documents, and statistics.

Q. HOW IS A NEWS DIGEST ARRANGED?

A. The weekly digests are classified (arranged in broad subject categories) and include a subject index which is cumulated at the end of each year. All the issues for one year are collected in a looseleaf binder with the index at the back. Following is an example from the subject index for Facts on File (1981), and the excerpt of the summary which is referred to in the index.

Excerpt of article as it appears on p.794, section C, column 2

Education

College Test Score Decline Halted. High school seniors' 1981 Scholastic Aptitude Test scores remained at the level of those for 1980, the College Board announced Sept. 28. The results marked a leveling off after 18 years of declining scores on the tests, used by college admissions boards to evaluate prospective students' capabilities and high school performance. [See 1980, p. 786C2]

The long and highly publicized decline in scores had alarmed both educators and

A third important news digest is:

Congressional Quarterly Weekly Reports (Ref JK1.C66)

This source summarizes the news being made in the United States Congress. It includes background articles on all the issues being considered for legislation, information on congressmen and senators, and their voting records.

YEARBOOKS AND ALMANACS

Yearbooks and almanacs are annual compendiums of miscellaneous information. They have subject indexes, though the format and location may vary from one

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source to another. Some major examples of this type of reference work follow:

Almanac of American Politics (Ref JK1012.A44) offers statistical and descriptive information on politics in each state, as well as brief biographical data about legislators.

The Annual Register; a Record of World Events (Ref D2.A7) contains surveys of major events of the past year, as do the following two titles which are supplementary volumes to the well-known encyclopedia sets:

Brittanica Book of the Year (general encyclopedia section)
Americana Annual (general encyclopedia section)

The following three sources contain timely articles on current events, statistics, and brief histories of countries:

World Almanac and Book of Facts (Ref AY67.N5 W7)
Information Please Almanac (Ref AY64.I55)
Hammond Almanac (Ref AY64.C2)

The next three works provide the reader with concise information on the countries of the world. Brief historical surveys are offered for each country along with information about its ruler, constitution, type of government and economic system, population, education, commerce and industry, agricultural output, media facilities, banking and military establishments.

Statesman's Yearbook (Ref JA51.S7)
Europa Yearbook (Ref JN1.E85)
Political Handbook of the World (Ref JF37.P6)

BIOGRAPHICAL INFORMATION

The following sources exist specifically for helping the researcher locate current biographical information about well-known people in various fields. There are many possibilities for locating biographical information about famous people, but we are including only some of the most prominent titles for doing so.

Biography Index (Reference Room, Index Table 7) contains references to biographical material appearing in books and periodicals. The following is an example of a listing of references from Biography Index for Andrei Sakharov, noted Russian physicist and Nobel Prize winner:

SAKHAROV, Andrei Dmitrievich, 1921- Russian physicist
Gray, Tony. Champions of peace. Paddington press '76 p309-11 il por
Letter to a dissident. por Economist 262:41-2 F 26 '77
Letter to a friend. il por Time 109:30-1 F 28 '77
Pilgrim of conscience. pors Time 109:21-4+ F 21 '77

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The last entry refers to an article in Time magazine (volume 109, pages 21-24, February 21, 1977). The article, "Pilgrim of Conscience," discusses Sakharov's development as a political dissident and peace supporter. Although it is not the most current material about Sakharov available, it could provide useful biographical information concerning some of his past achievements.

Biography Index refers you to other sources of information. The following reference books actually contain biographical information:

Current Biography (Ref CT100.C8) contains biographical information on prominent figures in entertainment, politics, sports, business, the arts, and literature.

Contemporary Authors (Ref PN771.C584) provides information on current authors in many fields and from various countries.

Directory of American Scholars (Ref LA2311.C32)
American Men and Women of Science (Ref Q141.A47)
Both of these sources provide brief biographical data on United States professors.

Politics in America (Ref JK1010.P64) has lengthy articles about members of Congress, including their voting records. The Almanac of American Politics, mentioned in the previous section, provides biographical information on the President, members of Congress, governors, and big city mayors.

Who's Who in America (Ref E663.W5612) includes biographical data on those individuals who are considered by its editors to be the most prominent men and women in their respective fields.

MAGAZINE ARTICLES

The following three sources are useful for finding magazine articles on current affairs:

Magazine Index (Microfilm Reader on table opposite reference desk)

Public Affairs Information Service. Bulletin. (P.A.I.S.) (Index Table 6)

Reader's Guide to Periodical Literature (Index Table 1)

COVERAGE OF CONTROVERSIAL ISSUES

The following titles analyze controversial issues, provide arguments for and against, and include extensive bibliographies. Excellent for preparing debates.

Editorial Research Reports (Ref H35.E35)
Reference Shelf (Main Z7161.5.R33)

REVIEW QUESTIONS (answers on next page)

1. For a summary of world events for a specific week during the past year, what kind of source would you consult?

2. How is each issue of a news digest arranged? How do you find information on your topic in a news digest?

3. For a listing of the previous year's Pulitzer Prize winners, what would be a good type of source to consult?

4. Name one index used specifically for locating biographical material.

5. Where can you look for a recent biographical sketch of a well-known current author without having to consult a periodical index as the first step?

ANSWERS TO REVIEW QUESTIONS

1. A news digest.

2. Classified arrangement (i.e. broad subject categories). Use the subject index.

3. An almanac or an encyclopedia yearbook.

4. Biography Index.

5. Current Biography or Contemporary Authors or Who's Who in America.

CHAPTER NINE

UNITED STATES GOVERNMENT DOCUMENTS

After reading this chapter you will know:

- what a government document is
- the variety of documents available in the Stony Brook Library
- how to use the Monthly Catalog to locate government documents in this library

Q. WHAT ARE GOVERNMENT DOCUMENTS?

A. Government documents are publications written and issued by a government such as the United States federal government, New York City, Suffolk County, or the state of California. Their unique importance lies in the fact that they provide the reader with detailed accounts, reports, and statistics on a great variety of topics. For the most part, these detailed analyses are unavailable elsewhere. While magazines, newspapers, and television provide us with information from government sources (such as the rate of inflation, a Supreme Court decision, a summary of a detailed report on automobile safety), the original report is usually a government document. Any person doing extensive research on a topic, especially one in the social sciences or the physical or biological sciences, will probably find these publications extremely valuable.

EXAMPLES OF MAJOR GOVERNMENT DOCUMENTS

Subject Reports--These are detailed reports, thousands of which are issued each year by the federal government and its agencies. They are on topics of current interest in such areas as health, economics, education, social welfare, and foreign affiars. An example of a recently published subject report is: The Impact of Motorcycle Helmet Usage in Colorado: A Three Year Study, issued by the U.S. National Highway Traffic Safety Administration in 1980.

Laws of the United States--Entitled United States Statutes at Large, these are the complete, official version of the laws passed at each session of Congress.

Congressional Hearings--These are the transcripts of information-gathering meetings held by congressional committees in which experts and witnesses testify on subjects under consideration for new legislation. A recent committee hearing is entitled The Future of Retirement Programs in America: A Hearing Before the House Select Committee on Aging (1981).

Congressional Committee Reports--Issues being considered for legislation are explained and analyzed in lengthy writings issued by congressional committees. An example of such a report is The Economics of the Natural Gas Controversy,

which was prepared for the use of the Subcommittee on Energy of the Joint Economic Committee in 1977.

The Congressional Record--The proceedings on the floors of the U.S. Senate and the House of Representatives are reported in this transcript, which is issued each day Congress is in session.

U.S. Supreme Court Reports--This publication contains the decisions on all the cases heard before the Supreme Court including the full opinions of each justice.

Census Reports--These are the highly detailed accounts of the numbers and characteristics of the people who live in the United States.

GOVERNMENT DOCUMENTS IN THE STONY BROOK LIBRARY

Government Documents, located on the 2nd Floor of the Reference Department, contains well over a million items in paper or on microfilm. Most of these documents are U.S. government publications, but extensive collections of local, state, and United Nations documents are also held by the library.

Documents are somewhat more difficult to locate than most materials in the library. Only a small number of documents actually appear in the card catalog. These may be in a number of locations, including Documents, Microforms, the Reference Room, and the science libraries. But most documents are not cataloged and must be obtained in the documents section by using printed indexes such as the Monthly Catalog.

For the remainder of this chapter, we will concentrate on the nature and use of the Monthly Catalog, one of the most important indexes to U.S. government publications. Keep in mind that there are a number of more specialized indexes which you can learn about by asking a documents librarian. Chapter 10 of this book also covers special indexes which lead researchers to government statistical sources.

THE MONTHLY CATALOG

The Monthly Catalog is the basic reference tool for retrieving federal publications. It is issued by the U.S. Government Printing Office, the main printing department of the government. As its name implies, the Monthly Catalog appears in monthly installments, with each one listing most of the documents issued during that month. Our library receives almost every one of these publications, either in printed format, microformat, or both. That's roughly 70,000 items per year. Because most of these items are not listed in the card catalog, the Monthly Catalog index is usually the best source for determining what documents are available in the library.

Some of the important characteristics of the Monthly Catalog are:

1. It is divided into several distinct sections. The main section lists each publication and includes the author's name, title, publication date, issuing agency, and a number of pages. Each publication is also assigned a Monthly Catalog item number.

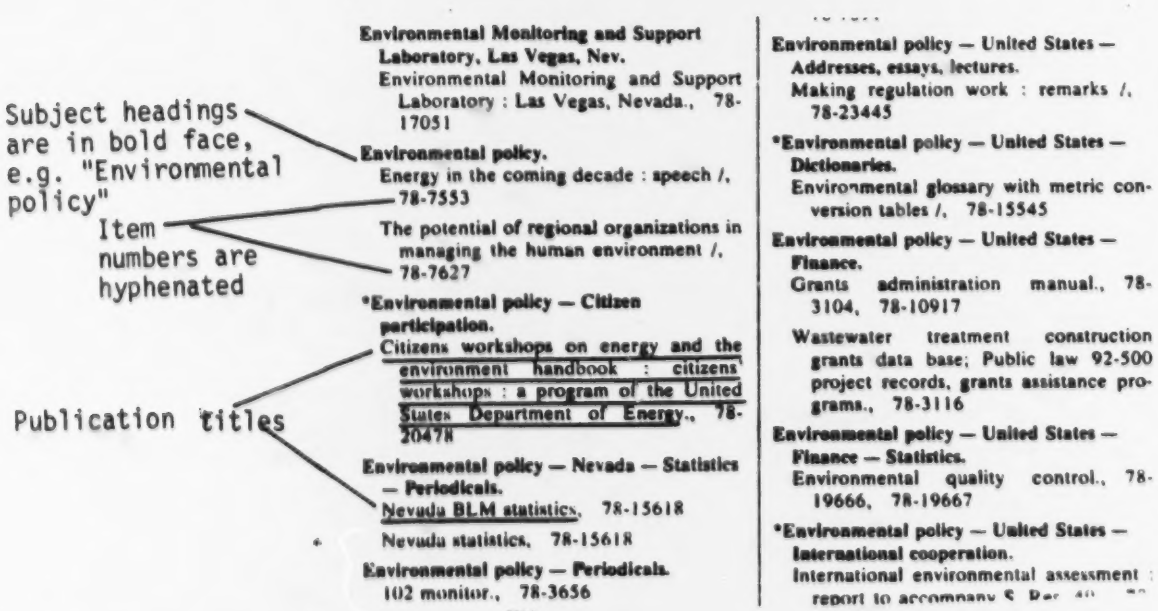
2. The other sections are made up of a number of indexes, among them author, title and subject. These indexes tell you what Monthly Catalog number to use to find the more complete references in the main section. The indexes appear in the back of each monthly issue. At the end of the year, the monthly indexes are replaced by annual cumulations.

3. A black dot included in the complete reference to the document indicates that it is automatically sent free of charge to certain major libraries around the country. These libraries are called "depository" libraries. Stony Brook is one of over 1,000 such libraries, although our actual status is one of "selective-depository," meaning that we receive many, but not all, depository items. "Non-depository" items (no black dot in the item reference) must be specifically requested by libraries wishing to receive them.

HOW TO USE THE MONTHLY CATALOG

To illustrate the Monthly Catalog, we will use the example below which is taken from the 1978 Monthly Catalog index. Let us say that you, as a private citizen, would like to organize a group for the purpose of influencing environmental public policy in your community. You want to find out if the government has recently issued any publications that might offer advice on how to proceed in this endeavor. You decide to start with the Monthly Catalog index for 1978.

Step 1. Skimming through the subject headings, you find one that looks relevant: "Environmental Policy--Citizen Participation." There is one item listed beneath it entitled Citizens workshops on energy and the environment handbook...


Subject headings are in bold face, e.g. "Environmental policy"
Item numbers are hyphenated
Publication titles
Environmental Monitoring and Support Laboratory, Las Vegas, Nev.
Environmental Monitoring and Support Laboratory : Las Vegas, Nevada., 78-17051
Environmental policy.
Energy in the coming decade : speech /, 78-7553
The potential of regional organizations in managing the human environment /, 78-7627
*Environmental policy — Citizen participation.
Citizens workshops on energy and the environment handbook : citizens workshops : a program of the United States Department of Energy., 78-20478
Environmental policy — Nevada — Statistics — Periodicals.
Nevada BLM statistics, 78-15618
Nevada statistics, 78-15618
Environmental policy — Periodicals.
102 monitor., 78-3656
Environmental policy — United States — Addresses, essays, lectures.
Making regulation work : remarks /, 78-23445
*Environmental policy — United States — Dictionaries.
Environmental glossary with metric conversion tables /, 78-15545
Environmental policy — United States — Finance.
Grants administration manual., 78-3104, 78-10917
Wastewater treatment construction grants data base; Public law 92-500 project records, grants assistance programs., 78-3116
Environmental policy — United States — Finance — Statistics.
Environmental quality control., 78-19666, 78-19667
*Environmental policy — United States — International cooperation.
International environmental assessment :

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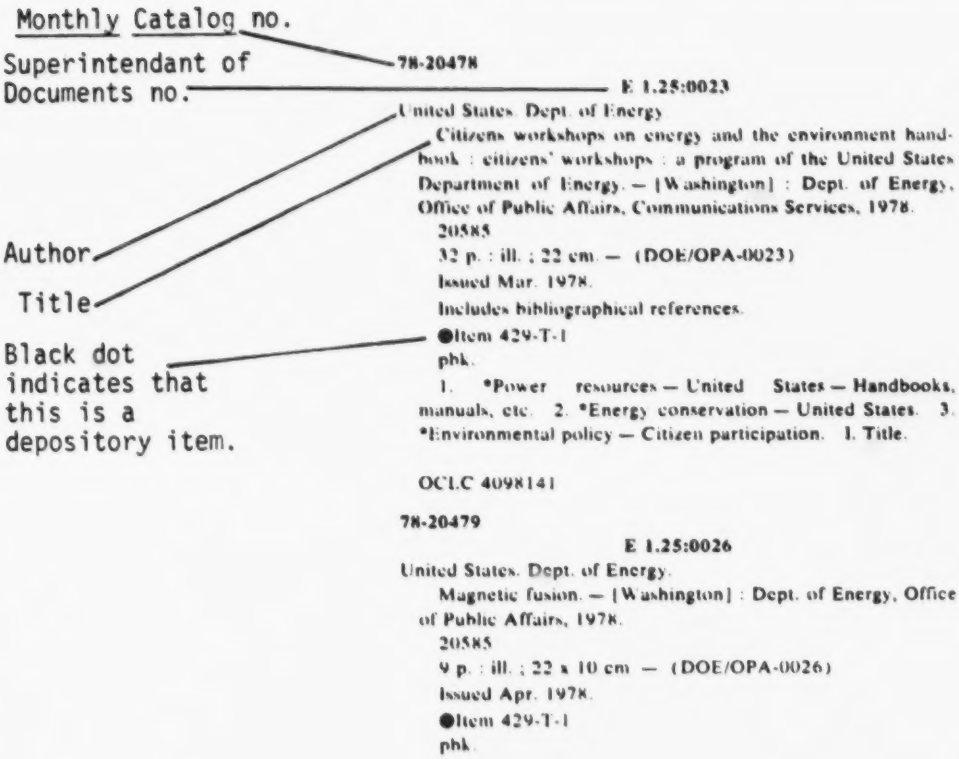
Step 2. Note the Monthly Catalog number for this publication (78-20478) and find that numbered item in the Monthly Catalog main section for 1978.


Monthly Catalog no.
Superintendant of Documents no.
Author
Title
Black dot indicates that this is a depository item.
78-20478
E 1.25:0023
United States. Dept. of Energy
Citizens workshops on energy and the environment handbook : citizens' workshops : a program of the United States Department of Energy. — [Washington] : Dept. of Energy, Office of Public Affairs, Communications Services, 1978.
20585
32 p. : ill. ; 22 cm. — (DOE/OPA-0023)
Issued Mar. 1978.
Includes bibliographical references.
●Item 429-T-1
phk
1. *Power resources — United States — Handbooks, manuals, etc. 2. *Energy conservation — United States. 3. *Environmental policy — Citizen participation. I. Title.
OCLC 4098141
78-20479
E 1.25:0026
United States. Dept. of Energy.
Magnetic fusion. — [Washington] : Dept. of Energy, Office of Public Affairs, 1978.
20585
9 p. : ill. ; 22 x 10 cm — (DOE/OPA-0026)
Issued Apr. 1978.
●Item 429-T-1
phk

Step 3. Take down the following information from the full listing:

- name of the author (in this case, U.S. Department of Energy)
- title of the publication
- the Monthly Catalog number (78-20478)
- the Superintendent of Documents number (E1.25:0023)
- information as to whether a black dot accompanies the listing (black dots mean depository; no black dot means non-depository)

Step 4. Go to the librarian at the documents desk with this information. He or she will help you determine where the material is located in the library.

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REVIEW QUESTIONS (answers on next page)

1. What is the basic index for retrieving U. S. government documents?

2. How does the Monthly Catalog indicate that an item is "depository"?

3. Using item number 78-20479 (reproduced on page 53), can you answer the following questions?

   --What is the Monthly Catalog number?

   --What is the title of the item?

   --What is the item's Superintendent of Documents number?

   --Is the item depository or non-depository?

ANSWERS TO REVIEW QUESTIONS

1. Monthly Catalog.

2. It includes a black dot within the full listing for the item.

3. 78-20479
United States Dept. of Energy
Magnetic Fusion
E1.25:0026
Depository

CHAPTER TEN

SOCIAL AND ECONOMIC STATISTICS

After reading this chapter you will know:

- the kinds of statistical questions that can be answered in a research library
- four major reference books that provide statistical information
- the procedure for tracking down the reports that provide more detailed data

The library abounds in sources that offer up-to-date and detailed statistics on a wide variety of topics. Among these sources are almanacs, yearbooks, statistical digests, and indexes. In this chapter, we will concentrate on four sources which are frequently consulted for current social and economic statistics.

- Statistical Abstract of the United States
- American Statistics Index
- U.N. Demographic Yearbook
- U.N. Statistical Yearbook

The first two of these sources are concerned primarily with United States statistics. The latter two are international in scope. Both the U.S. federal government and the United Nations are actively involved in compiling and publishing statistics on many economic and social topics.

Before we consider these four titles, let's look at some kinds of statistical questions about the United States that are frequently asked in the library:

- How many eligible voters took part in the 1980 presidential election?
- What is the current rate of inflation?
- How much of the federal budget is committed to military expenditures?
- How many people live below the poverty level in the United States?
- How do the major cities rank in terms of crime rates?
- What is the food consumption rate per person, and how does it vary with race?
- What are the major causes of death between the ages of 20 and 30?
- How much did U.S. farmers produce last year?
- Has the income of women changed in the last 10 years?

- What are the living arrangements of the elderly in the U.S.?

- What are the social and economic characteristics of gamblers?

- How much do corporations spend on television advertising?

- How many people paid to see concerts last year?

- How many visited museums?

- How much gasoline is being consumed in the U.S.? How does the figure compare to 5 years ago?

You probably realize that this list could go on for pages. Remember that the answers to all of these questions and many others like them can be had by using the first two titles listed on page 56.

QUESTIONS ABOUT OTHER COUNTRIES

Reference librarians often receive questions concerning the social and economic characteristics of other countries. People request data on population growth, life expectancy rates, infant mortality, divorce and marriage rates, gross national product, import-export statistics, energy consumption, industrial and agricultural production, employment and earnings measurements, consumption rate of foods and services, and health delivery statistics. This is just a sampling of the many possible kinds of questions that are asked. For questions that require international statistics, the second two titles on page 56 are extremely helpful.

HOW TO USE STATISTICAL SOURCES

The U.S. Statistical Abstract (Ref and Doc HA202.A38)

This reference source has been published once a year since 1878. Most of the statistics cited have been gathered by agencies of the U.S. government. It has a detailed subject index in the back of each volume which refers by page number to a table of statistics on your topic. The table is an abstract or summary of a more detailed report (see illustration on next page). If the numbers provided in the table are not detailed enough for your research needs, note the more comprehensive report that the table has been based on. Full reports are identified after each table.

In the illustration below (from the U.S. Statistical Abstract, 1981-82 edition), persons arrested in 1980 are listed by race and the type of crime committed. A note above the table states "In thousands," which means that each number in the chart should be multiplied by 1,000.

NO. 312. PERSONS ARRESTED, BY CHARGE AND RACE: 1980

[In thousands. Represents arrests (not charges) reported by 12,013 agencies with a total 1980 population of 208 million as estimated by FBI. Represents persons arrested, not charges]

PERSONS ARRESTED, BY CHARGE	Total	White	Black	Other	PERSONS ARRESTED, BY CHARGE	Total	White	Black	Other
Total [1]	9,584	7,145.7	2,375.3	182.7	All other—Con.				
					Stolen property [4]	115	77.7	36.6	1.1
Serious crimes [2]	2,196	1,438.0	730.7	26.9	Weapons (carrying, etc.)	157	98.0	57.2	1.9
Murder and nonnegligent manslaughter	19	9.5	9.0	.3	Prostitution and commercialized vice	86	39.0	45.6	1.2
Forcible rape	29	14.9	14.0	.4	Sex offenses [5]	63	49.9	12.6	1.0
Robbery	139	57.3	80.5	1.6	Drug abuse violations	532	402.0	125.6	4.4
Aggravated assault	258	161.0	93.3	4.1	Gambling	47	14.1	31.1	1.5
Burglary [3]	479	333.7	139.4	6.0					
Larceny—theft	1,123	758.2	342.6	21.8	Offenses against family and children	50	31.3	18.0	.7
Motor vehicle theft	130	89.0	38.1	2.5	Driving, intoxicated	1,289	1,124.4	144.0	21.0
Arson	18	14.5	3.8	.2	Liquor laws	428	392.3	27.5	8.4
					Drunkenness	1,048	854.4	165.9	27.3
All other:					Disorderly conduct	724	492.4	219.4	12.0
Other assaults	456	304.9	145.1	6.4	Vagrancy	29	19.6	9.0	.7
Forgery and counterfeiting	72	48.0	23.9	.7	Other, except traffic	1,858	1,192.7	436.7	28.4
Embezzlement, fraud	273	189.1	81.9	2.1					

[1] Includes curfew violators and runaways, vandalism, and suspicion, not shown separately. [2] Includes arson. [3] Breaking or entering. [4] Buying, receiving, possessing. [5] See footnote 4, table 311.

Source of tables 311 and 312: U.S. Federal Bureau of Investigation, *Crime in the United States*, annual.

If you need the more detailed report, you look below the table for a note on the source. In this case, you would want to examine a document entitled Crime in the United States, issued by the F.B.I. This report is an annual, which means that it is published once a year. Since the report comes out on a periodic basis, look in the Periodicals Catalog to see if it is cataloged. Check under:

U.S. Federal Bureau of Investigation
Crime in the United States.

If you do not find it listed there, speak to a reference or documents librarian who will help you locate the report.

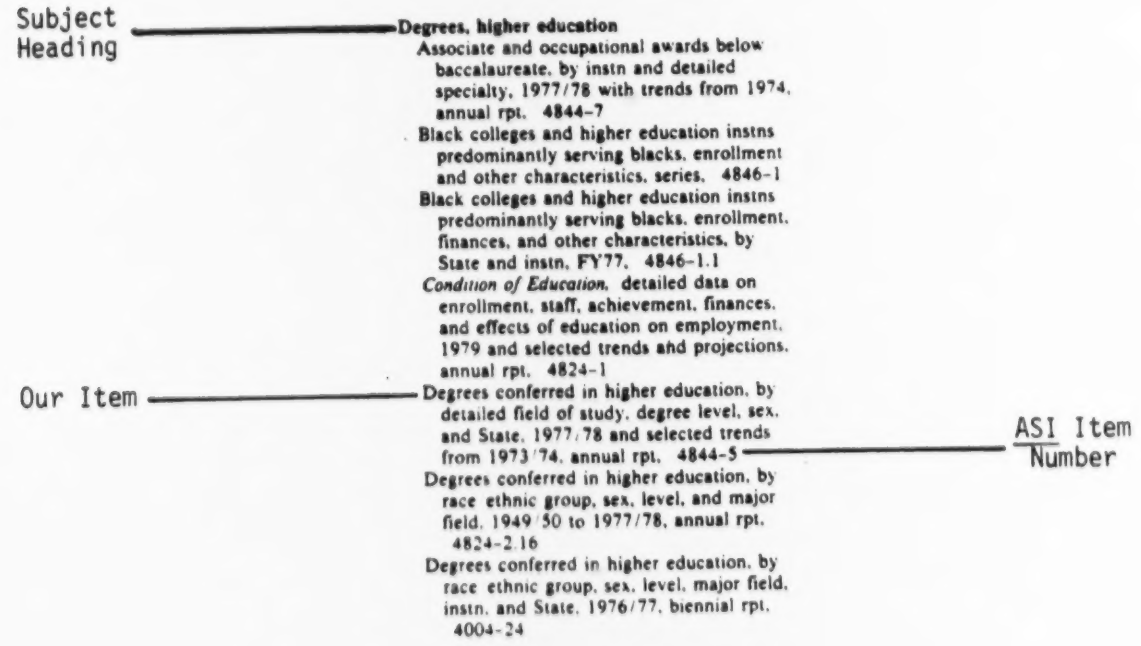
The American Statistics Index (Doc HA214.A48)

This source identifies government reports which contain detailed statistics on social and economic topics. Statistics cited are mostly about the U.S., although other countries are also included. It has been published monthly since 1973, and each year these monthly issues are cumulated into an annual volume. The major advantage of ASI is that it cites statistical reports on more topics than does the U.S. Statistical Abstract. On the other hand, it does not summarize statistics the way the Statistical Abstract does, but instead offers an outline of each report listed.

For an example of how to use ASI, see the next page.

64

Each annual volume is made up of two books, one entitled "Index" and the other "Abstracts." Look up your topic in the subject index for any year you choose. In our example, the subject we have chosen is "degrees granted in higher education." The volume of ASI that we are using is 1980.


Subject Heading
Degrees, higher education
Associate and occupational awards below baccalaureate, by instn and detailed specialty, 1977/78 with trends from 1974, annual rpt. 4844-7
Black colleges and higher education instns predominantly serving blacks, enrollment and other characteristics, series. 4846-1
Black colleges and higher education instns predominantly serving blacks, enrollment, finances, and other characteristics, by State and instn, FY77. 4846-1.1
Condition of Education, detailed data on enrollment, staff, achievement, finances, and effects of education on employment, 1979 and selected trends and projections, annual rpt. 4824-1
Our Item
Degrees conferred in higher education, by detailed field of study, degree level, sex, and State, 1977/78 and selected trends from 1973/74, annual rpt. 4844-5
ASI Item Number
Degrees conferred in higher education, by race ethnic group, sex, level, and major field, 1949/50 to 1977/78, annual rpt. 4824-2.16
Degrees conferred in higher education, by race ethnic group, sex, level, major field, instn, and State, 1976/77, biennial rpt. 4004-24

The subject heading used by ASI is "Degrees, higher education." The fifth item under that heading looks like it might answer our question. Take down the number that follows that item (4844-5), and look up this number in the accompanying "Abstracts" book of ASI. There you will find a complete listing of the item with a summary (see below).

4844-5 EARNED DEGREES CONFERRED 1977/78
Annual. 1980. x+51 p.
NCES 80-346.
eItem 460-A-54. GPO $3.75.
ASI/MF/3
S/N 065-000-00069-5.
*ED1.117:977-78.

By Andrew J. Pepin and Agnes Q. Wells. Thirtieth annual report, for 1977/78, on the number of bachelor's, master's, doctoral, and first-professional degrees conferred by U.S. institutions of higher education. Data are based on the 13th annual Higher Education General Information Survey (HEGIS).

Data are shown by degree level, detailed field of study, institutional control, sex of student, and State and outlying area.

Contents: introduction and notes on survey coverage, methodology, and background, with 3 charts and 20 summary tables showing trends from 1967/68 (p. 1-17); 21 tables, listed below (p. 23-45); and facsimile survey form (p. 49-51).

Data on earned degrees have been published by OE since its first statistical survey in 1870, annually since 1947/48.

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To find this document in the library, go to a documents librarian with your ASI item number and the year of ASI that you are using. He or she will assist you in locating the report.

The U.N. Demographic Yearbook (Ref HA17.D45)

This work has been published annually since 1948. Population of countries and regions is reported. Most of the statistics are of the "vital statistics" kind; that is, birth and death rates, infant mortality, marriage and divorce, etc. Literacy rates and educational attainment are included, as well as various data on work force characteristics.

A detailed table of contents and subject index refer to pages within the main part of the book which contain tables of data. The work is bilingual, with all text appearing in English and French.

A reproduction of one of the tables appears below.

10. Live births by age of mother, sex and urban/rural residence: latest available year (continued)

Naissances vivantes selon l'âge de la mère, le sexe et la résidence, urbaine/rurale: dernière année disponible (suite)

Data by urban/rural residence
Données selon la résidence urbaine/rurale

(See notes at end of table. – Voir notes à la fin du tableau.)

Continent, country or area, year, sex and urban/rural residence Continent, pays ou zone, année, sexe et résidence, urbaine/rurale	Age of mother (in years) – Age de la mère (en années)									
	All ages Tous âges	-15	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50+	Unknown Inconnu
AFRICA—AFRIQUE											
Egypt – Egypte											
Urban – Urbaine											
1978*											
Urban – Urbaine	609 751	*—	16 456	—*	135 771	211 909	130 880	77 336	24 018	*— 8 335 —*	5 046
Male – Masculin	314 271	*—	8 589	—*	70 208	108 842	67 425	39 934	12 458	*— 4 218 —*	2 597
Female – Féminin	295 480	*—	7 867	—*	65 563	103 067	63 455	37 402	11 560	*— 4 117 —*	2 449
Rural – Rurale											
1978*											
Rural – Rurale	869 947	*—	20 271	—*	172 662	247 780	188 564	146 794	57 675	*— 25 959 —*	10 242
Male – Masculin	449 173	*—	10 617	—*	89 267	127 841	97 302	75 794	29 729	*— 13 265 —*	5 358
Female – Féminin	420 774	*—	9 654	—*	83 395	119 939	91 262	71 000	27 946	*— 12 694 —*	4 884
Liberia – Libéria											
Urban – Urbaine											
1970 1											
Urban – Urbaine	21 290	70	4 650	5 760	5 930	2 900	1 530	310	*—	140 —*	-
Male – Masculin	10 800	20	2 380	2 770	3 030	1 660	700	190	*—	50 —*	-
Female – Féminin	10 490	50	2 270	2 990	2 900	1 240	830	120	*—	90 —*	-
Rural – Rurale											
1970 1											
Rural – Rurale	56 232	180	10 044	11 808	13 284	10 656	6 660	2 916	*—	684 —*	-
Male – Masculin	26 280	108	4 536	5 472	6 048	4 500	3 780	1 404	*—	432 —*	-
Female – Féminin	29 952	72	5 508	6 336	7 236	6 156	2 880	1 512	*—	252 —*	-
Malawi											
Urban – Urbaine											
1977 1											
Urban – Urbaine	*21 396	69	2 722	6 787	5 712	3 099	1 922	720	335	185	45
Male – Masculin	10 434	19	1 290	3 366	2 799	1 498	892	300	165	82	23
Female – Féminin	11 039	29	1 420	3 409	2 889	1 577	1 018	411	164	100	22

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The U.N. Statistical Yearbook (Ref xHA12.5.U63)

This source, published yearly since 1948, is a large compilation of statistics from all countries, including data on such topics as industrial and agricultural production, international trade, wages and cost of living, balance of payments, energy, health and cultural statistics, employment and unemployment, etc. The format is very similar to that of the Demographic Yearbook, including the fact that all text is in English and French. The Statistical Yearbook has no index, but a detailed table of contents refers to tables within the book.

OTHER SOURCES

While this chapter does not cover additional statistical sources in detail, the following list of important titles may be of interest to you.

International Financial Statistics Yearbook (xHG3881.I626. Latest edition in Reference Room)

World Tables (HC59.W67. Latest edition in Reference Room)
A major source of economic and demographic data--primarily for developing countries.

Historical Statistics of the United States (Ref HA202.B87 1976)

U.S. Census Publications 1790 to present. (Government Documents)

Yearbook of International Trade Statistics (HF91.U473. Latest edition in Reference Room)

UNESCO Statistical Yearbook (AZ361.U45. Latest edition in Reference Room)
Covers education, literacy, science, technology, museums, libraries, and other educational and cultural subjects.

World Development Report (HC59.7.W659. Latest edition in Reference Room)

World Health Statistics Annual (xRA651.A486. Latest edition in Reference Room)

Commodity Yearbook (xHF1041.C56. Latest edition in Reference Room)

REVIEW QUESTIONS (answers on next page)

1. Of the four sources covered in this chapter, which one fits the following description:

   - it cites data from U.S. government reports

   - it provides tables that summarize statistics on many social and economic issues

   - it also notes the fuller report from which the statistics were gathered

2. Which of the four sources would be best to use for the birth and death rates of Central American countries?

3. Which source cites and summarizes government reports but does not include actual statistics?

ANSWERS TO REVIEW QUESTIONS

1. The U.S. Statistical Abstract
2. The U.N. Demographic Yearbook
3. The American Statistics Index

CHAPTER ELEVEN

THE LIBRARY AND COMPUTER SEARCHING

After reading this chapter you will:

- know what the OCLC system is
- be able to do simple searches on the OCLC terminal
- be familiar with the Library Computer Search Service

Q. WHAT IS OCLC?

A. OCLC stands for Online Computer Library Center, a computer facility located in Dublin, Ohio (a suburb of Columbus). The OCLC database contains millions of records which have been input by over 3,000 participating libraries, mostly in the United States and Canada. These records provide information similar to that which can be found in a library's card catalog: authors, titles, places of publication, dates of publication, and call numbers. In addition, the records indicate which libraries own the items.

The library at Stony Brook has been inputting records into the OCLC database since 1974. In addition, a large portion of our library's holdings prior to 1974 has been input. The database is useful for:

1. determining whether the library owns an item published since 1974
2. obtaining bibliographical information about an item (e.g., publisher, date of publication, edition)
3. verifying the accuracy of the information you have

Q. HOW DO YOU SEARCH OCLC?

A. The computer terminal which connects with the OCLC database is located in the Reference Room of the Main Library. It is a CRT (cathode ray tube) terminal with a typewriter keyboard. All library users are welcome to use this terminal, and a brief discussion of how to perform a simple search follows. More detailed information on searching OCLC can be found in a red binder labeled, "OCLC Instructions," kept next to the terminal.

All searches must be started with the cursor (a flashing white rectangle) in the top, left-hand corner of the screen. To get it there, tap the button labeled HOME on the right side of the keyboard. (See illustration of keyboard on the following page.)

The following search illustrates how you can use OCLC when you know the author and title of a book. For our example, we will use Thomas Flanagan's novel, The Year of the French. To search for information on this work in the OCLC database, type (with the cursor in the HOME position) the first four letters of the author's last name, a comma, then the first four letters of the first word in the title (omitting articles such as "the," "a," "an," etc.). This would result in the following search statement:

flan,year

To send this message to the computer in Ohio, two keys near the top of the left side of the keyboard must be tapped: first the one labeled DISPLAY REC'D, then the one labeled SEND. The computer will respond with the following:

```
1  Flanagan, Thomas J. B.,    The year of the French /    New York :    1980
2  Flanagan, Thomas J. B.,    The year of the French : a novel /    New York :
1979  DLC
```

These two lines of information represent all the records in the OCLC database for Flanagan's novel. Line 2 concludes with the letters "DLC". This is the code for the Library of Congress. To see this record, type the line number (2) in the HOME position, then tap the DISPLAY REC'D and SEND keys. The following record will appear on the terminal screen:

```
YSM - FOR OTHER HOLDINGS, ENTER dh DEPRESS DISPLAY RECD SEND
 OCLC: 4493848       Rec stat: c Entrd: 781003         Used: 831105
Type: a Bib lvl: m Govt pub:   Lang:  eng Source:    Illus: b
 Repr:    Enc lvl:    Conf pub: 0 Ctry:  nyu Dat tp: s M/F/B: 11
 Indx: 0 Mod rec:    Festschr: 0 Cont:
 Desc: i Int lvl:    Dates: 1979,
  1 010      78-23539//r83
  2 040      DLC c DLC
  3 019      7062040 a 7251293 a 7338161
  4 020      0030445914 : c $12.95
  5 050 0    PZ4.F5842 b Ye a PS3556.L3445
  6 082      813/.5/4
  7 049      YSMM
  8 100 10   Flanagan, Thomas J. B., d 1923-
  9 245 14   The year of the French : b a novel / c by Thomas Flanagan.
 10 250      1st ed.
 11 260 0    New York : b Holt, Rinehart, and Winston, c c1979.
 12 300      516 p. : b maps (on lining papers) ; c 25 cm.
 13 651  0   Ireland x History y Rebellion of 1798 x Fiction.
```

The three-letter code which appears at the beginning of this record, "YSM," is the code for the Stony Brook Library. It means that we do own a copy of this book. If we do not own a particular book, or if we have not input our holdings into the OCLC database, the message at the beginning of the record would read, "NO HOLDINGS IN YSM."

Other pertinent information that may be derived from this record includes the author's name and date of birth (line 8), the complete title (line 9), and the imprint (line 11). Line 5 of this record is where the call number assigned by the Library of Congress to this book can be found (PS3556.L3445). Our library usually, but not always, assigns the same call number as the Library of Congress. Therefore, after ascertaining from the OCLC terminal that our library owns a particular work, you should check the Author-Title Catalog to verify its call number, and whether the book is in a special area in our library such as the Reference Room or Special Collections.

SPECIAL CASES AND SUMMARY

1. If there are fewer letters in a title word or in an author's name than called for by the search code, just enter as many letters as there are within the limits set by the search code. For example, William Faulkner's novel, As I Lay Dying, would be searched as

   faul,as

   and Edgar Allen Poe's The Fall of the House of Usher would be searched as

   poe,fall

2. All search codes should be entered with the cursor at the HOME position.

3. All messages must be transmitted to the computer by tapping the DISPLAY REC'D and SEND keys.

4. To change from one screen to the next when the computer indicates a multi-screen record, type ns (for "next screen"). To go back a screen, type ps (for "previous screen").

5. If the OCLC terminal indicates that this library owns the book you are looking for, look it up in the Author-Title Catalog to verify call number and location information.

6. If the OCLC terminal indicates we do not own an item published before 1974, the Author-Title Catalog should be checked to make sure whether we have it or not.

SUBJECT SEARCHES BY COMPUTER

The OCLC database is useful for getting information about books if you know their authors and titles. However, it cannot be searched by subjects, nor can it provide references to articles in journals. However, the library's Computer Search Service does offer this kind of information retrieval. Many printed indexes and abstracting services (such as Psychological Abstracts, Index Medicus, and Historical Abstracts) have been computerized, and references to books, articles, and other documents can be obtained from them by entering subject terms at a terminal in the Reference Room. The result of this kind of search is a printed bibliography (often with summaries of the items listed) on your topic. There is a charge for this bibliography, usually less than twenty-five cents a page.

This type of computer search is done for you by a reference librarian, and you must make an appointment in advance at the reference desk. (For searches on science topics, appointments should be made in the Biology Library.) It usually takes a week to get an appointment, and another three days to a week before you receive your bibliography.

The computer search is most useful when you are writing a research paper about a specific topic involving the relationship of two or more concepts. For

example, a paper about burnout in women business excecutives would be appropriate for a computer search. When you come in to make an appointment, you will be asked to describe your topic, and the librarian will advise you whether it is appropriate for a computer search, or whether there are other effective ways to obtain the information you need.

REVIEW QUESTIONS (answers on next page)

1. What would be the author-title search code for John Steinbeck's Of Mice and Men?

2. What keys must you tap to transmit a message to the OCLC terminal?

3. Where should the cursor be when you start typing a message at the OCLC terminal? How do you get it there?

4. What kind of topics are appropriate for a computerized subject search in the library? How do you have a search like this done?

ANSWERS TO REVIEW QUESTIONS

1. stei,of

2. DISPLAY REC'D and SEND

3. HOME (upper, left-hand corner of screen)
   tap HOME key on right-hand side of keyboard

4. Specific topics involving the relationship of two or more concepts. Make an appointment at the reference desk in the Main Library, or in the Biology Library for science topics.

CHAPTER TWELVE

SEARCH STRATEGY

The individual chapters of this workbook describe different types of information sources and how to use them. They concentrate on what might be called the tactics of information gathering, tactics which are essential to doing competent library research. However, these tactics need to be organized in some coherent, logical fashion if they are to be most effective. The organization of the tactics of library research into a coherent plan is often called a search strategy.

There are as many ways of doing research as there are researchers and research topics, and the process described in this chapter is meant as an example of a search strategy, rather than an inflexible set of rules for doing research. As you become more adept at doing library research, you will find that your methods will vary from topic to topic, that a good strategy for one subject will not be appropriate for another. You will also find that you may need to rearrange the order of the steps in your strategy as you proceed, depending on the nature of the information you discover. However, starting with some organized plan of attack will prove invaluable as you proceed with your research. It will ensure that you have pursued all the likely paths which lead to the information you need; it will be a way of keeping track of what you've done, and what you have left to do; and it will help you organize the information you gather as you gather it. In sum, the more organized your efforts are, the easier it will be for you to write your paper in the end.

The first place to start is in the selection of a topic. Most guides to writing term papers recommend that you select a topic which interests you, and this is very good advice. The process of finding information about a subject can be very tedious and time-consuming, and a good, exciting topic provides the motivation you need to get through this stage of writing papers. In addition, your topic should also be of manageable dimensions. For example, suppose you are taking a course on Shakespeare's tragedies, become very interested in Hamlet, and decide to make this play the subject of your major paper. If you begin researching this play in the library, you will soon discover that more has been written about it than you can hope to read in the course of your entire college career, let alone in the time available to research your paper. You would run into the same problem if you decide to write a paper on motivation for a psychology course. What you would need to do in both cases, and in other similar situations, is to narrow the focus of your topic: find an aspect of it that still interests you, but is better defined and more manageable. Thus, you may decide to write about the concept of friendship in Hamlet, or the relationship between motivation and job security in worker satisfaction. The next step in defining your topic is to develop a thesis about it, a statement of the point of view which your paper will attempt to demonstrate. For instance, your Hamlet paper might have as its thesis that the political environment in Hamlet's Denmark resulted in the deterioration of relationships between friends. Your psychology paper would set out to prove that motivation is a more significant factor than job security in worker satisfaction. A thesis gives direction to your paper and to your research. It makes clear exactly what kind of information you are looking for, information that relates directly to the thesis you are trying to demonstrate.

It is at the point of defining a topic that encyclopedias (See Chapter 4) can prove very useful. Encyclopedia articles summarize the state of knowledge about the subjects they treat, outline the different aspects of these topics, and indicate the existence of opposing points of view. Reading such an article in a general or specialized subject encyclopedia will provide you with a good overview of a topic, and enable you to focus your research on a significant aspect of it. An added benefit of encyclopedia articles is that, in most cases, they provide you with a list of some of the most important books and/or articles which have been published on your topic.

The next step, after using encyclopedias to help you define your topic, would be to look up some of the books or articles listed in the encyclopedia bibliography. Try to pick those titles which seem to be most directly related to your topic, and look them up in the Author-Title Catalog (See Chapter 2), or the Periodical Catalog (See Chapter 6). You may decide that some of these books and articles need to be read right through; others may only require that you look at a few pages here and there. In any case, this step should deepen your understanding of the topic you are researching, and enable you to proceed with your research in an intelligent way.

After completing your preliminary reading, the next step in your research should be to find out what books our library has on your topic. The Library of Congress List of Subject Headings will tell you what terms are used for your topic in our Subject Catalog (see Chapter 3). Write down all the relevant terms and, as you look them up, check them off your list of terms. This way you will be sure to look up all the relevant headings, and you won't find yourself looking up the same heading more than once. Moreover, the terms you find now could prove useful in later stages of your research. As you look through the Subject Catalog, make sure to take special note of any bibliographies on your topic (see Chapter 5). If you find any, they should be examined to see if they include any references to relevant books and articles.

The final stage of your library research would be to use periodical indexes and abstracting sources to find more current material on your subject (see Chapter 6). When using such sources, it is usually a good idea to start with the most current issues available, and work backward until you start running into references to books and articles you have already discovered in encyclopedias, the Subject Catalog, and subject bibliographies. This will ensure thorough chronological coverage of your subject. Remember that there are many indexes and abstracting sources, and sometimes several will have to be looked through to find the best sources of information.

One very important body of material which has not been included in this search strategy is the Government Documents Collection (see Chapter 9). For some topics, especially those in the social sciences or the physical and biological sciences, this collection is an invaluable resource. It is also a prime source for statistical and census information, and should be considered along with the sources mentioned in Chapter 10 when this kind of information is required.

Finally, if your topic is or at some time was newsworthy, at some point in your research you will probably need to look at some newspaper indexes (see Chapter 7), and other current affairs information sources (see Chapter 8).

An aside about recording the references you find in the course of your research: probably the best method is to write each reference down on a separate, large index card. Be sure to include all the information you need for footnotes and bibliographic references, as well as the call numbers. It is also a good idea to write down the source of your reference, just in case you need to recheck it. The remainder of the space on each index card can be used to write brief notes about the contents of the book or article listed on that card, and how you intend to use the information in your paper. When you are ready to begin writing, you can arrange the index cards in the order you are planning to use them in your paper. This way, they can serve as a rough outline for your paper. When you are ready to put your bibliography together, just reshuffle the index cards in alphabetical order, and they are ready for typing.